

MA/DOCTORAL STUDENT TRAVEL GRANT APPLICATION & AUTHORIZATION

Please submit 21 days prior to traveling to the conference, no exception!

NAME _____ PERM _____

E-MAIL _____ DATE OF REQUEST _____

REGISTERED _____ ON LEAVE _____

The program in Comparative Literature will support student participation in academic conferences **up to \$500 each year**. You need to document all expenses and you will be reimbursed after your trip. Please note that you are not eligible for funding from the program if you are receiving funding from the Academic Senate or from the GCLR.

Please provide the following information in support of your application:

- **Name of Conference:** _____
- **Date of Conference:** _____
- **Conference Site:** _____

1. WAS THE PAPER ACCEPTED ON THE PROGRAM? _____

2. WILL YOU PRESENT THE PAPER AT THE CONFERENCE? _____

3. HAVE YOU ADVANCED TO DOCTORAL CANDIDACY? _____
[THIS IS **NOT A CONDITION** OF AWARD FOR THE STIPEND]

4. WILL YOU RECEIVE FUNDING FROM THE ACADEMIC SENATE? _____

5. WILL YOU RECEIVE FUNDING FROM THE GRADUATE CENTER FOR LITERARY RESEARCH

Please submit this document for signature **prior to your travel**, ALONG WITH:

- 1) A copy of an abstract of the paper;
- 2) A copy of the formal invitation to participate in the conference (or evidence of participation)

After your travel, submit this signed form to **our Financial Analyst (Phelps 5206C)** along with the form entitled: "TRAVEL REIMBURSEMENT WORKSHEET", and the two following documents:

- 1) A formal invitation or notation in the final conference schedule needs to be submitted with receipts for payment;
- 2) Your itinerary, plane reservation and boarding passes.

Authorizing signature: _____ (Chair, Acting Chair, Vice-Chair)

Date: _____ Your stipend will be paid **after your travel**.

You will not be taxed on this amount, as it will be paid in reimbursement of your travel expenses. Additional expenses that are not reimbursed are tax-deductible if you itemize your tax return.