

DEPARTMENT OF **SPANISH AND PORTUGUESE**

Application for Graduate Student Travel Support

Student Information

Name:

Email:

Advisor:

Degree Level: MA PhD

Year of entrance into present program:

If ABD, date of your Candidacy Exam:

Conference Information

Conference Name:

Conference Dates:

Location:

Please provide the title of the paper to be presented. Briefly describe the main topic and explain how it relates to your area(s) of specialization:

Please provide an itemized budget of estimated expenses:

If you have received other Department travel support in the last two years (including support from the Karpus Fund), please indicate the term/year of when you received the award(s), amount of the award(s), and the month/year in which you spent the funds:

If you have applied for other travel support (i.e. Arts & Humanities Graduate Research Small Grant), please indicate the funding requested):

Approvals

Please submit the completed form to your Advisor (attach a copy of the conference official letter of acceptance).

Advisor Endorsement _____

Director of Graduate Studies Approval _____ Award Amount _____

PLEASE NOTE: Upon approval of support, you must request a Tnumber by submitting the Travel Request Form (available on the Faculty & Staff Resources Page) to the Fiscal Associate BEFORE you travel in order to be eligible for reimbursement.