

# STUDENT ARCHIVE TRAVEL DEPARTMENT OF ENGLISH

**Receipts must be submitted within 21 days after the completion of travel**

The department will fund graduate students to travel to archives critical for dissertation research. To apply, submit a letter to the Graduate Chair specifying which archives you plan to consult and how they will further your research. The dissertation director should also write a brief letter of support. Upon return, submit an account of the materials you found and how you plan to use them. The department will reimburse up to \$400 for travel, photocopying, and hotel costs. To obtain reimbursement, please submit this form together with original receipts (form of payment or zero balance due must clearly be indicated). Tape, do not staple receipts, on a separate 8-1/2 x 11" sheet of paper. **After you turn in this form and receipts, a travel voucher will be processed. You will be notified to sign the voucher.**

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID# \_\_\_\_\_ email: \_\_\_\_\_

**You must attach the airline receipt that shows itinerary and payment information.**

Travel dates: from \_\_\_\_\_ to \_\_\_\_\_ Destination: \_\_\_\_\_

(For international conferences only) Time you left home \_\_\_\_\_ Time you returned home \_\_\_\_\_

Conference attended: \_\_\_\_\_

Title of paper (please attach program): \_\_\_\_\_

## **SUBMIT RECEIPTS USED FOR REIMBURSEMENT:**

Travel (non-local) \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Registration Fees \$ \_\_\_\_\_

Total \$ \_\_\_\_\_ (not to exceed \$400)

Signature (expenses true and correct) \_\_\_\_\_ Date \_\_\_\_\_

Signature of the Graduate Chair \_\_\_\_\_ Date \_\_\_\_\_