

MLA CONFERENCE ENGLISH DEPT JOB CANDIDATES

Request must be submitted within 21 days after the completion of travel

The English Department will reimburse travel and lodging expenses and registration fees for placement candidates who have job interviews at MLA. The amount of reimbursement for eligible candidates will be up to \$400. To request reimbursement, please fill out this form, and submit it with original receipts (form of payment or zero balance due must clearly be indicated) taped, not stapled, on a separate 8-1/2 x 11" sheet of paper. Once the information you submit has been transferred to a travel voucher by office staff, you will be asked to **sign the travel voucher** in order for the reimbursement to be processed.

Name: _____

Disbursements will reimburse you via Electronic Funds Transfer (EFT). *(If you have not signed up for EFT, we encourage you to do so now.)*

Student ID# _____ email: _____

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

Travel dates: from _____ to _____

SUBMIT RECEIPTS USED FOR REIMBURSEMENT:

Travel (non-local) \$ _____

Lodging \$ _____

Registration Fees \$ _____

Total: \$ _____ **(not to exceed \$400.)**

Your signature _____ Date _____

Signature of the Placement Chair _____ Date _____