

**STUDENT CONFERENCE TRAVEL
DEPARTMENT OF ENGLISH**

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

Graduate students may request partial reimbursement for travel and lodging expenses and registration fees when incurred for the purpose of presenting a paper at a conference (except MLA if requesting reimbursement for interviewing). Students are reimbursed up to \$400 once per academic year (no matter when the trip was taken), and must submit receipts after the trip is completed. To obtain reimbursement, please submit this form together with the letter of invitation or program list and 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 worksheet 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 _____