

LINGUISTICS DEPARTMENT

Graduate Student Travel Award Request Form

Submission instructions:

- 1) Save completed Request Form and supporting documents into a single PDF.
- 2) Email the single PDF to Travel Committee (Volya Kapatsinski, Kris Kyle) and Department Manager (Eden Cronk)
- 3) Department Manager will secure department head signature on Travel Award Request Form

Maximum Award Amounts: \$300 West Coast; \$450 Elsewhere in North America; \$600 Outside of North America. Students can apply for both travel and research funds each year, but the total amount disbursed to an individual will be no more than \$750.

STUDENT INFORMATION

Name _____ Date Submitted _____
 Email _____ UO ID # _____

PURPOSE OF TRIP/RESEARCH

<i>Title of paper/poster</i>	
<i>Location of conference & dates</i>	
<i>How conference benefits UO/Linguistics</i>	

PROJECTED EXPENSES

(Meals are not reimbursable)

Item:				Cost:
<i>Registration Fee</i>				
<i>Transportation (airfare, train, bus, etc.)</i>				
<i>Mileage</i>	<i># Miles =</i>		<i>X \$.56 per mile =</i>	
<i>Lodging</i>				
<i>Misc. (parking, taxi, shuttle, etc.)</i>				
			Total Projected Expenses:	

SUPPORTING DOCUMENTS

Attach PDFs of relevant supporting documents.

- Title and abstract of paper/ poster
- Evidence paper/poster has been accepted by conference organizers
- Statement of confirmation that faculty advisor approves the travel/research
- Conference website that shows dates/location of conference

REIMBURSEMENTS

Send receipts to Department Manager within 90 days of travel/expense.

OFFICE USE ONLY

Department Head
 Signature _____ Date _____
 Award Amount _____