

## LINGUISTICS DEPARTMENT

### Graduate Student Travel Award Request Form

**Submission instructions:**

- 1) Save completed Request Form and supporting documents as PDF's.
- 2) Email Form and Supporting Documents to Travel Committee (Gabriela Perez Baez, Kris Kyle) and Department Manager (Lisa Rihs)
- 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 &amp; 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>			
		<b>Total Projected Expenses:</b>	

#### 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 \_\_\_\_\_