

# Graduate English Fellowship for Conference Travel

**BEFORE YOU TRAVEL**, please submit your completed form to the graduate administrator in Bryan 236D. Funds are available for those who will present work or chair a panel at a conference, but not for those simply attending. **Requests for funds must include the conference program title page, along with the page listing your particular panel (electronic versions are okay)**. Students may submit requests for up to \$500 total per fiscal year (July to June). The total allotment can be used for either one or two conferences per year. You are asked to estimate, but are not required to document, your expenses. Requests typically take about two weeks to process.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Local Address: \_\_\_\_\_

No. Street

City State Zip

**Do you have a loan with Student Financial Services for this current academic year?** \_\_\_\_\_

Dates of travel: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Total Amount of Requested Fellowship: \$ \_\_\_\_\_

Nature of Panel Participation (please circle):    Presenter            Respondent            Moderator

Name of Conference: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Expenditures:

Transportation \_\_\_\_\_

Accommodations \_\_\_\_\_

Fees \_\_\_\_\_

Have you received other conference travel funds this fiscal year (July – June)? \_\_\_\_\_

If the answer is yes:

Date: \_\_\_\_\_ Conference: \_\_\_\_\_ Amount: \_\_\_\_\_

\*\*\*\*\* For Office Use Only \*\*\*\*\*

**Name of Fellowship:** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**Period of Award:** Fall \_\_\_ Spring \_\_\_ Other \_\_\_ Lump \_\_\_ Date keyed into the

GSAS Database: \_\_\_\_\_ Processed: \_\_\_\_\_

**DGS Signature:** \_\_\_\_\_