

LINGUISTICS & COGNITIVE SCIENCE GRADUATE TRAVEL FUNDING REQUEST

NAME: _____
TRAVELING TO (city, state, country): _____
TRAVEL DATES: _____ ESTIMATE OF EXPENSES: _____
REASON FOR TRAVEL: _____
CONFERENCE NAME: _____
PRESENTING: Poster Paper Other: _____

*****Attach letter of acceptance and a copy of an abstract*****

Graduate College Award

Are you applying for the Graduate College Grad Student Travel Award? Yes No

Note: You are limited to \$1,500 total during your graduate study. Dept. must match award 1-1 and will only provide up to \$500. You MUST obtain dept. approval before applying to the graduate award, and use the approved amount on the bottom of this form on your application.

Application: <https://grad.udel.edu/travel-award-application/> *List Laura Edmanson as Dept. Contact *

Concur (credit card/reimbursement) – www.udel.edu/concur

Make sure that your profile is set up. Upon approval, you will need to submit a travel request and after the conference, an expense report. <http://www1.udel.edu/procurement/concur/concur-training.html>

Date of last Department funded trip: _____

Approvals:

Advisor _____ Date: _____

I have seen and approve the proposed paper/poster being submitted

Graduate Director: _____ Date: _____

Chair: _____ Date: _____

These approvals do not guarantee the trip will be funded, but are required to request funds from the Department. After signatures are acquired, submit this application to the Main Office. (Only 1 trip up to \$500 per year unless funds are still available later in the Spring semester.)

For Office Use only:

Approval _____ Amount: _____ Date: _____

(Laura Edmanson)

Concur Travel Request: _____ Completed: _____