

**GRADUATE STUDENT REQUEST FOR TRAVEL FUNDS
DEPARTMENT OF FRENCH & ITALIAN**

NAME:

UT EID:

LOCATION OF CONFERENCE:

DEPARTURE DATE (mm/dd/yyyy):

RETURN DATE (mm/dd/yyyy):

- **Name of Conference:**
- **Indicate status of Conference: Professional or Student-run**
- **Dates of Conference:**
- **Title of Paper:**
- **Chair of dissertation or thesis committee (if known)**

ATTACHMENTS FOR CONFERENCE TRAVEL:

- a copy of the meeting program showing your name, paper or presentation topic & date; OR a letter from the meeting organizer accepting your paper or presentation and confirming your part in the program.
- An abstract (not exceeding one page in length) of the paper or presentation to be given.

BUDGET (provide an approximate cost for each applicable travel expense category – *enter whole number figures only*)

Airfare:

Public Transportation (taxi, bus, train, subway, etc):

Lodging:

Miscellaneous:

Conference Registration:

Total:

(Total is a calculated field, no entry needed)

OTHER FUNDING SOURCES (i.e., OGS, Newberry, etc. - provide the following for each award:
(enter whole number amounts only)

Benefactor:

Amount:

Contact:

Benefactor:

Amount:

Contact:

Total from extra-departmental sources *(This total is a calculated field, no entry needed):*

AMOUNT REQUESTED FROM FRENCH & ITALIAN DEPARTMENT FUNDS:

Student's Signature: _____ **Date:** _____

Supervising Instructor's Signature: _____ **Date:** _____

Graduate Advisor's Signature: _____ **Date:** _____

FOR DEPARTMENTAL USE ONLY

Application materials and receipts audited by _____
Graduate Coordinator

Graduate School funds approved: _____

Walther endowment funds approved: _____

Account 3072817570

Departmental funds approved: _____

Account _____

Department Chair's signature

Date