Pre-conference travel approval form

Please submit this form (with advisor signature) to the main office at least THREE weeks prior to requested departure. Note: Students are required to apply for any grants/fellowships offered by the conference.

Student’s name: ____________________________________________________________

Conference/workshop name: __________________________________________________

Conference location (city, country): ____________________________________________

Conference dates (mm/dd/yy) _____________ to _____________

Title of your talk/poster (can be preliminary): ___________________________________

ESTIMATED CONFERENCE PARTICIPATION COSTS

Conference registration fee: ____________________ (a)

Transportation costs (if airfare: economy airfare, including all taxes and fees): ______ (b)

Travel to conference  Date of departure (mm/dd/yy): ___________
If flying: Airline(s) and flight number(s): ________________ Departure airport: _____ Arrival airport: ______
If train/bus: Company name, train/bus #: ____________________ Dep station: ________ Arr station: ________
If other (e.g. driving), planned route/distance: ______________________________________

Travel from conference: Date of travel (mm/dd/yy): ___________
If flying: Airline(s) and flight number(s): ________________ Departure airport: _____ Arrival airport: ______
If train/bus: Company name, train/bus #: ____________________ Dep station: ________ Arr station: ________
If other (e.g. driving), planned route/distance: ______________________________________

Nightly accommodation cost $ _________ (incl. taxes and fees) x _____ nights: ________ (c)

Poster printing cost (if applicable) ____________________ (d)

Total estimated conference cost (sum of (a)+(b)+(c)+(d)) TOTAL: _________________

If needed, submit a price-comparison document along with this form. See department travel policy for instructions.

When you return, please fill out the Travel Expense Form. For reimbursement, itemized receipts must match each listed expense and must include proof of payment. Your Travel Expense Form with attached receipts must be submitted by the departmental deadline specified in the travel funding policy.

SIGNATURES AND ADVISOR APPROVAL

Student’s signature ____________________________ Today’s date _________________

Advisor approval: Advisor name and signature ____________________________ Today’s date _________________

GSC approval: Signature ____________________________ Approval date _________________

(this part to be filled in after student submits form to Linguistics Office)