

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)

<u>Travel to conference</u>	Date of departure (mm/dd/yy): _____
<i>If flying:</i> Airline(s) and flight number(s): _____	Departure airport: _____ Arrival airport: _____
<i>If train/bus:</i> Company name, train/bus #: _____	Dep station: _____ Arr station: _____
<i>If other (e.g. driving), planned route/distance:</i> _____	
<u>Travel from conference:</u>	Date of travel (mm/dd/yy): _____
<i>If flying:</i> Airline(s) and flight number(s): _____	Departure airport: _____ Arrival airport: _____
<i>If train/bus:</i> Company name, train/bus #: _____	Dep station: _____ Arr station: _____
<i>If other (e.g. driving), planned route/distance:</i> _____	

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

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

GSC approval: Signature

Approval date