

Pre-travel approval form

Please submit this form (with advisor signature) to the main office at least THREE weeks prior to requested departure. When you return, please fill out the Travel Expense Form within 2 weeks of the end of the travel. For reimbursement, itemized receipts must match each listed expense and must include proof of payment.

Student's name:			
Purpose of travel:	Conference/Workshop	Field Research (see pg. 2-3)	Summer School (see pg. 4)
·	ty, country): register international travel w	ith USC.	
Conference/School D	ates or Dates of Data Collection	n (mm/dd/yy) t	
If Conference/Workship - Conference/Workship	• •		
- Title of your talk/p	oster (can be preliminary):		
[] I have applied fo	r any award offered by the conf	ference/school.	
Conference registration		NFERENCE PARTICIPATION COSTS	(a)
Transportation costs ((if airfare: economy airfare, incl	uding all taxes and fees):	(b)
If flying: Airline(s) and		Departure airport:	
		Dep station:	
	on: Date of travel (mm/dd/yy)		
-		 Departure airport:	Arrival airport:
		Dep station:	
If other (e.g. driving)	distance of planned route:		
Nightly accommodati Poster printing cost (i	on cost \$ (incl. taxe f applicable)	s and fees) x nights:	(c)
	rence cost (sum of (a)+(b)+(c)+ rice-comparison document alo	(d)) TOTAL ng with this form. Contact the mair	
	SIGNATURE	ES AND ADVISOR APPROVAL	
Student's signature			
Advisor approval: Advisor name and signature		 Today's date	

FOR FIELD RESEARCH TRAVEL only, please complete (i-iv) below:

i) <u>The Student</u> should provide a brief DESCRIPTION OF THE RESEARCH ACTIVITY to be conducted in the field. The description should make it clear why travel is required.				
ii) <u>From the Student:</u> Have RESEARCH PARTICIPANTS (e.g. language consultants or experiment participants) already been contacted? Provide a brief description of the communication between you and the research participant(s).				

iii) From the Student: Do you anticipate difficulty ACQUIRING RECEIPTS for lodging, meals, or research
participant expenses? If so, please provide a brief description of the situation.
iv) The Advisor should provide a brief STATEMENT OF THE RELEVANCE OF THE RESEARCH to be conducted to
iv) <u>The Advisor</u> should provide a brief STATEMENT OF THE RELEVANCE OF THE RESEARCH to be conducted to the student's research program.
the student's research program.

FOR SUMMER SCHOOLS only, please complete (v.) below:

iv) The Advisor should provide a brief STATEMENT OF THE RELEVANCE OF THE SUMMER SCHOOL to the				
student's research program.				