Student Checklist

☐ Print and Clearly fill out the Graduate Assistance Application that follows.

☐ Do not forget to attach a copy of your acceptance letter as proof of acceptance to the conference.

☐ Turn in the application with proof of acceptance to the Graduate secretary or the Department secretary.
   - English – Tessa Hauglid 4166 JFSB
   - French & Italian – Debbie VanAusdal 3134 JFSB
   - Comparative Arts & Letters – Andrea Kristensen 3008 JFSB
   - Linguistics and English Language – Mary Beth Wald 4064 JFSB
   - Spanish & Portuguese – Holly Price 3190 JFSB
   - Center for Language Studies—Rebecca Brazzale 3086 JFSB

☐ Wait for an acceptance email from the Dean’s office (The Dean’s office will hold your application until you have returned from the conference)

☐ After receiving an acceptance email and attending the conference, bring all receipts to the Dean’s office located in 4002 JFSB

☐ At the Dean’s office you will fill out the remainder of the application

☐ Your reimbursement will then be processed, and you will receive a check shortly thereafter.

☐ For any questions please call the Dean’s office at 422-2775
GRADUATE TRAVEL ASSISTANCE APPLICATION
BYU COLLEGE OF HUMANITIES

Name: ________________________________________________________

Address: ________________________________________________________
Street City State Zip

E-mail: ________________________________________________________

Telephone: _____________________________ U.S. Citizen? Y or N

Department/Program: __________________________________________

Faculty Mentor: _________________________________________________

1. Title/Description of your presentation.

2. Name of conference, conference sponsor, location, and dates.

3. How will you participate in the conference?

4. Are you presenting your own work, group work, a joint project with faculty member? Please explain.

5. Have you attended other conferences this year? Please explain.

6. If you have attended other conferences, did you receive travel assistance this year from the College? If yes, please include how much.

7. Please fill in the estimated expenses for this conference.

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<tr>
<th>Transportation (Air Fare or Mileage)</th>
<th>Lodging</th>
<th>Meals</th>
<th>Registration Fee</th>
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<td>Estimated Expenses</td>
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The amount funded by departments will vary, as each department may fund differently. The College will match the department amount up to $400. For example, if the department approves the amount of $450, the college will approve $400, and the total amount a student can be reimbursed is $850. $400 is the maximum amount the college will match each academic year.

REMEMBER: Please attach a copy of your acceptance letter as proof of acceptance to the conference.
BRIGHAM YOUNG UNIVERSITY—TRAVEL REIMBURSEMENT REQUEST

Date ________________

I, ____________________, request reimbursement for travel expenditures made by me on behalf of Brigham Young University to ____________________.  
(Destination and conference name)

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<th>Registration Fee</th>
<th>Lodging</th>
<th>Meals</th>
<th>Transportation (Air Fare or Mileage)</th>
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TOTAL

All claims above are legitimate and correct according to BYU Travel Policy.

Student Signature ____________________ Date ________________ BYU ID Number ____________________