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. Citizei	n? Y or N
Department/Program:			
Faculty Mentor:			
1. Title/Description of your presentation.			
	1	11.	
2. Name of conference, conference sponso	r. 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.

	Transportation (Air Fare or Mileage)	Lodging	Meals	Registration Fee	Total
Estimated Expenses					

The amount funded by departments will vary, as each department may fund differently. The College will match the department amount <u>up to \$400</u>. 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.

	rtment use only:	1	11	11 D		<u> </u>
				the Department of_ imum of		for
attavei	ехрензе тенный	rsement u _l	o to a max		. •	
Cignotune	e of Graduate Coord	lington		Note.		
Signature	e of Graduate Coord	imator	L	vate		
 Denartme	ent Account Numbe					
_			,	I. TEOD (G II		•
NOTE:	Following Departm	ent approval,	please send	l to 4002 JFSB for Colle	ge approv	al.
For Colle	ge use only:					
				the College of Huma	anities a	nd qualifies fo
the mat	ching amount of	t up to	·			
Total ar	nount of travel a	ssistance a	pproved i	s a maximum of:		•
Signature	e of Dean			Date		
Ι,	(Your Name) f of Brigham You	, request	reimburse	ment for travel expend	litures m	ade by me
Date	Registration Fee	Lodging	Meals	Transportation (Air Fare or Mileage)	Other	TOTAL
TOTAL						
TOTAL						
All clain	ns above are legiti	mate and co	orrect accor	ding to BYU Travel P	olicy.	
Student Sign	ature	Date		BYU ID N	Jumber	