Western University  
Department of English & Writing Studies  
GRADUATE STUDENT REQUEST FOR TRAVEL FUNDING REIMBURSEMENT

Student Number  
Date of Request  
Name  
MA or PhD

Date of Trip: From __________________ To __________________

Destination __________________ (Day/month/year)  
________________________ (Day/month/year)

Purpose of Trip: Be specific – e.g., visiting a library, field trip, presenting a paper, etc.  
If presenting a paper, state name of conference, location, and paper title. Attach the conference prospectus or program and, where applicable, a letter of acceptance for your paper.

Proposed Budget:

**NB: Requests will not be considered without the appropriate supporting documentation.**

Travel (specify mode and attach internet quote) $ ____________

Accommodation (attach internet quote; please indicate if you plan to stay with friends or make other such arrangements) $ ____________

Meals ($65 per diem for travel within North America, $85 for international) $ ____________

Other (conference registration fees are acceptable expenses; society membership fees are not.) $ ____________

**TOTAL BUDGET** $ ____________

Amount Approved $ ____________  
(Max $800 for travel between 1 September/17-30 April/18)

________________________  
Student’s Signature  
________________________  
Supervisor’s Signature  
________________________  
Graduate Chair’s Signature

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Please submit this form, including appropriate signatures, BEFORE YOU TRAVEL, to Leanne Trask, Graduate Assistant (AHB 2G02). When your request is approved, you will receive information on how to submit your claim online after you travel, and directions to submit your original receipts to Beth McIntosh (AHB2G02).  

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