Western University
Department of English & Writing Studies

GRADUATE STUDENT REQUEST FOR TRAVEL FUNDING REIMBURSEMENT

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Date of Request</th>
<th>Name</th>
<th>MA or PhD</th>
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</table>

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 the 2018-19 fiscal year)

__________________________________________
Student’s Signature

__________________________________________
Supervisor’s Signature (if supervisor has been officially named)

__________________________________________
Graduate Chair’s Signature

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Please submit this form, including appropriate signatures, BEFORE YOU TRAVEL, to Leanne Trask, Graduate Coordinator (UC 2401C). 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 (UC 2401E).

R02142019