

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

Student Number	Date of Request	Name	MA or PhD
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_____ **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 (see above).

Travel
 (attach internet quote) Mode of transport: _____ \$ _____

Accommodation
 (attach internet quote) \$ _____

Meals
 (\$65 per diem for travel within Canada, \$85 CDN for international) \$ _____

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

TOTAL BUDGET \$ _____
 In CDN \$

Amount Approved \$ _____

Leanne Will Fill In
 (Max \$800 for the 2023-24 fiscal year)

Please add digital signatures:

 Student's Signature

 Supervisor's Signature
 (if supervisor has been officially named)

 Graduate Chair's Signature

Please submit this form, including appropriate signatures, BEFORE YOU TRAVEL, to Leanne Trask, Graduate Coordinator (leanne.trask@uwo.ca). 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). R101323