PhD Student Travel Award Application

*Instructions:*

1. *Download document and type the required information in the blanks. Add expense totals manually.*
2. *Advisor completes the statement of support on pg. 2 (statement can be attached as a separate document).*
3. *Three signatures required: Applicant, Advisor and Director of Graduate Studies.*
4. *Completed forms should be turned in to English Department Business Manager, Amy Liu.*

**Student Information:**

|  |  |
| --- | --- |
| Date: | Click here to enter text. |
| Name: | **Click here to enter text.** |
| Email: | Click here to enter text. |
| UIN: | Click here to enter text. |
| Department: | Click here to enter text. |

**Event Information:**

|  |  |
| --- | --- |
| Name of Event: | **Click here to enter text.** |
| Location: | Click here to enter text. |
| Event date(s): | Click here to enter text. |
| Nature of participation: | Click here to enter text. |

**Expense Information:**

*Note: if field does not apply, please enter $0*

|  |  |
| --- | --- |
| Registration fee: | Click here to enter text. |
| Airfare: | Click here to enter text. |
| + other transportation: | Click here to enter text. |
| Lodging: | Click here to enter text. |
| Other 1: Type here | Click here to enter text. |
| Other 2: Type here | Click here to enter text. |
| Total estimated expenses: | **Click here to enter text.** |

**Department recommendation:***Note: to be completed by student’s primary academic advisor or committee chair.*

|  |  |
| --- | --- |
| Name of Advisor: | Click here to enter text. |

|  |
| --- |
| Advisor Statement of Support *(attach additional document if necessary)*: |
| *Click here to enter text.* |

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DGS Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_