

Linguistics Program Student Conference Travel Funding Application Form

Note: Complete this form (3 pages) and email it to the Chair of Student Travel Committee. Ask your advisor to send a supporting statement via email to the chair of the committee.

1. Your name:
2. Your current degree program:
3. Are you applying to the Graduate School for travel funding?
4. How many times during this academic year (August-May) have you received travel funding from the Linguistics Program? List awards separately and amounts in parentheses, e.g. NWAV (\$400).
5. Name & location of the conference:
6. Is the conference local, regional, national or international?
7. What is the address of the conference website? (paste URL below)
8. Title of your presentation:
9. Format of your presentation (poster, paper):
10. Paragraph of 100-150 words stating the importance of this particular conference and why it is important for you to participate.

11. Presentation abstract (can be abstract you submitted to conference); ≤ 500 words.

Travel Worksheet

Name: _____ VIP ID: _____
 Destination: _____
 Date & Time Leaving Home Base: _____
 Date & Time Returning to Home Base: _____
 Purpose of Travel: _____

Section I: Transportation

	Plane amount	
	Train amount	
	Bus amount	
Personal Vehicle Mileage: (check for current rate: http://adminfin.sc.edu/control/mile.html)		
one-way departure:	X (current rate)	per mile =
one-way return:	X (current rate)	per mile =
SUBTOTAL SECTION I		

Section II: Subsistence

Lodging cost per night (including taxes) :	x	nights =	
Meal Allowances (check below for current rate)			
US rates: http://adminfin.sc.edu/control/meal.html			
International rates: https://aoprals.state.gov/web920/per_diem.asp			
Meal Allowances: (current daily rate)	x	days =	
SUBTOTAL SECTION II			

Meal receipts not required. Out of country per diem is based on country and city. If meals were provided as part of registration, you may not claim the expense.

Section III: Other Expenses (original receipts must be provided)

	Registration	
	Taxis, shuttles, subways	
	Airport/Hotel parking	
	Other	
SUBTOTAL SECTION III		

Section IV: Summary

	Section I Transportation	
	Section II Subsistence	
	Section III Other	
GRAND TOTAL REQUESTED		

Total Approved: _____

Program Director's Approval: _____

Date: _____