REQUEST FOR TRAVEL FUNDS

Departmental funding of graduate student research and travel begins in a student's second year in the program, in the amount of $1500 a year. Amounts unused will be rolled over to the next academic year. Students may petition for funds beyond those currently available to them under these policies; if granted, such amounts will be deducted from future allocations unless otherwise determined by the Chair of English, consistent with University oversight. All students should therefore be mindful of what funds are currently available to them before petitioning for additional funds.

INSTRUCTIONS:

1. This form should be used to request funds from the Department of English for professional activities. For instance, you would like to deliver a paper at a conference, conduct research, or, in rarer cases, attend a conference without delivering a paper.
2. If funds requested exceed those available to you from the department's $1500 annual allocations, you must first apply to the Moody School and to the Graduate Student Assembly for grants to cover the excess. **Students are expected to familiarize themselves with Moody School and Graduate Student Assembly grant procedures**.
3. If these requests are declined, use this form to petition the Director of Graduate Studies to approve the excess request. If approved, such amounts will be deducted from future annual allocations; if not, you may petition the Chair of English for approval.
4. If funds requested exceed what is available both from present available funds and from future annual allocations, the Director of Graduate Studies will make a recommendation to the Chair of English, who will be responsible for the final decision.
5. At least 20 days prior to the commencement of domestic travel and at least 30 days prior to commencement of international travel, complete and submit the Student Certification for Business Travel form and this English department request for travel funds form. Failure to do so may jeopardize funding for the trip. **we advise you to submit these forms as soon as you are aware of your travel plans.**
6. Be sure to comply with the general SMU travel policy.
7. International travelers without access to Concur must register on the Safeture App.
8. Once this form is signed and approved by the DGS, submit the signed, approved form and a Student Certification for Business Travel Form to the department's Academic Specialist. When all items are approved by the DGS and the Chair, you may begin booking travel.
9. **When the expense reports are submitted, inform the Assistant to the Chair the actual amount of funds spent and provide the same documentation used for reimbursement to the Academic Specialist.**

RATIONALE AND EXPENSES

1) Reason for trip (research, presenting paper, etc.) and persuasive explanation of its relevance to your course of study and/or research. If you will visit an archive, please list which archive and which collections you intend to visit. If you will present a paper, name the title and subject. Attach a separate page of explanation, if needed. Be sure to include dates of trip and the places you will visit.

2) Itemized Estimated Expenses (conference registration, hotel, airfare, ground transportation, meals). Attach a separate page of explanation, if needed. Be sure to note whether the request will require funds beyond the $1,500 allocated for each grad student for the academic year and if so, how much of the request is to be covered by the student's research funds. If seeking such additional funds, attach documentation of the results from applications to the Moody School and the Graduate Student Assembly for funding. **Note: it is your responsibility to track how much of your funds allocated by the Department have been spent.**

SIGNATURES:

_____
Traveler

_____
Signature of Director or supporting faculty (if student is not at the dissertation stage)

_____
Director of Graduate Studies (after submission of form)

_____
Chair of the Department of English

Prior to submitting the final Travel Expense Report, please make sure you have included/completed the following:

1. Original itemized receipts (includes airline boarding passes).
2. All receipts must be secured with tape on all four sides to an 8 1/2 x 11 sheet of paper.
3. Traveler and Department Chair signatures.
4. International Travel: Copy of credit card activity with exact exchange amounts, exchange rate receipt or online exchange rate for dates of travel.