

**UCLA Department of Linguistics**  
Application for Graduate Student Conference Travel Funds  
Academic Year: 2020-2021

**Part I** (to be completed before submitting your abstract)

Student Name: \_\_\_\_\_  
University ID #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Name of Conference: \_\_\_\_\_  
City and State of Conference: \_\_\_\_\_  
Title of Abstract: \_\_\_\_\_

*I am aware that my advisee is submitting an abstract at the conference listed above. I have read and approved the abstract, and am willing to provide suitable input for polishing the paper and presentation.*

\_\_\_\_\_  
Academic Advisor Name (printed)

\_\_\_\_\_  
Academic Advisor Signature

\_\_\_\_\_  
Date

---

**Part II** (To be completed after abstract has been accepted for presentation but before travel. Include copy of conference invitation/program for validation. Submit all documents to the Graduate SAO upon completion.)

**All students must refer to the [website](#) for travel policies, funding amount limits, and important submission deadlines.**

Travel Dates: \_\_\_\_\_ Number of Days of Conference  
(for "living expenses"): \_\_\_\_\_  
Airfare Amount: \$ \_\_\_\_\_  Domestic  
 International  
Lodging Amount: \$ \_\_\_\_\_ Conference Registration  
Amount: \$ \_\_\_\_\_  
**Total Funding Requested:** \$ \_\_\_\_\_

Have you already applied for Graduate Division travel funds? (More information can be found [here](#).)

**NO**  **YES**  If yes, what is the balance of the \$1,000 allotted to you by Graduate Division? \$ \_\_\_\_\_

---

*I understand that the Department cannot reimburse my travel-related expenses unless I have obtained prior approval of the conference/abstract and present all receipts/proof of payment within two weeks upon the conclusion of my trip.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Submit completed form to Graduate SAO Sara Hosegera (3125A Campbell Hall or [shosegera@humnet.ucla.edu](mailto:shosegera@humnet.ucla.edu))**

---

**FOR DEPARTMENT USE ONLY**

<b>Date Submitted:</b>	<b>Date Approved:</b>	<b>Approver Name:</b>
<b>Amount to Reimburse</b>		
Student: \$	Carbon Mitigation Fee*: \$	<b>Total Amount Funded: \$</b>

\*The carbon mitigation fees are \$9 for domestic round trip flights and \$25 for international round trip flights. Each itinerary that is reimbursed will be billed; if there are multiple legs or stops on the trip, the entire itinerary is billed one fee.