

UCLA Department of Linguistics
Application for Graduate Student Conference Travel Funds
Academic Year: 2021-2022

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

FOR DEPARTMENT USE ONLY

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

*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.