

UCLA Department of Linguistics
Application for Graduate Student Conference Travel
Funds Updated: 8/21/2023

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 this student is submitting an abstract to the conference listed above. I have read and approved the abstract, and agree that it is satisfactory. I have sufficient expertise to be the advisor for this project, and am willing to supervise the student's work on this project.

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: _____ Meals Amount: \$ _____

Airfare Amount: \$ _____ Domestic Transportation Amount: \$ _____
 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 Kate Aquino (3125A Campbell Hall or kate@humnet.ucla.edu)

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.