

**UCLA Department of Linguistics**  
 Application for Graduate Student Conference Travel Funds  
 Updated August 2024

**Part I** – Completed before submitting your abstract

**Student Name:** \_\_\_\_\_  
**UID:** \_\_\_\_\_  
**Name of Conference:** \_\_\_\_\_  
**Location 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 Academic Advisor Signature Date

**Abstract Decision**  "Not Accepted" will prompt the Grad SAO to void the DocuSign.

**Part II** – Completed after abstract has been accepted for presentation but before travel

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

Have you already applied for DGE's Doctoral Travel Grant funds? (More information can be found [here](#).)

If yes, what is the balance of the \$1,000 allotted to you by DGE? \_\_\_\_\_

<b>Travel Dates:</b>		
<b>Airfare:</b>		
<b>Conference Registration:</b>		
<b>Lodging:</b>		
<b>Transportation:</b>		
<b>Meals:</b>		
<b>Total Funding Requested:</b>		

*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**

<b>Date Submitted:</b>		<b>Date Approved:</b>		<b>Approver Name:</b>	
<b>Amount to Reimburse to Student:</b>					
<b>Carbon Mitigation Fee*:</b>		<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.