

UCLA Department of Linguistics
Application for Graduate Student Conference Travel Funds
Updated May 2025

Part I – Completed before submitting your abstract

Student Name: _____

UID: _____

Name of Conference: _____

Location of Conference: _____

Title of Abstract: _____

Justification for Travel: _____

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. My initials above also confirm that the travel is necessary for the student's research and training.

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? _____

Travel Dates:		
Airfare:		
Conference Registration:		
Lodging:		
Transportation:		
Meals:		
Total Funding Requested:		

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 to 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.