Student Checklist

☐ Print and Clearly fill out the Graduate Assistance Application that follows.

☐ Do not forget to attach a copy of your acceptance letter as proof of acceptance to the conference.

☐ Turn in the application with proof of acceptance to the Graduate secretary or the Department secretary.
  
  English – Juli Shelley 4166 JFSB
  Comparative Arts & Letters – Andrea Kristensen 3008 JFSB
  Linguistics and English Language – Mary Beth Wald 4064 JFSB
  Spanish & Portuguese – Merrie Kay Ames 3190 JFSB
  Center for Language Studies—Rebecca Marks 3086 JFSB

☐ Wait for an acceptance email from the Dean’s office (The Dean’s office will hold your application until you have returned from the conference)

☐ If you are requesting airfare, all airfare must be purchased through BYU Travel 801-422-3872.

☐ After receiving an acceptance email and attending the conference, bring all receipts to the Dean’s office located in 4002 JFSB. Receipts must be turned in within 30 days of travel.

☐ Confirm that your Direct Deposit connected to your BYU account is up to date – this is where your reimbursement will be sent. You can do this at My Financial Center through your myBYU account.

☐ At the Dean’s office you will fill out the remainder of the application

☐ Your reimbursement will then be processed and will be deposited to your Direct Deposit account.

☐ For any questions please call the Dean’s office at 422-2775
GRADUATE TRAVEL ASSISTANCE APPLICATION
BYU COLLEGE OF HUMANITIES

Name: ______________________________ BYU ID#____________________
E-mail: _________________________________________________________
Telephone: ___________________________          U.S. Citizen? Y or N
Department/Program: ____________________________________________
Faculty Mentor: ________________________________________________

1. Title/Description of your presentation.

2. Name of conference, conference sponsor, location, and dates.

3. How will you participate in the conference?

4. Are you presenting your own work, group work, a joint project with faculty member? Please explain.

5. Have you attended other conferences this academic year? Please explain.

6. If you have attended other conferences, did you receive travel assistance this academic year from the College? If yes, please include how much.

7. Have you confirmed your Direct Deposit account is up to date? Y or N

8. Will you be driving to or from your conference? Y or N
   a. If yes, will you be driving your personal vehicle? Y or N

9. Please fill in the estimated expenses for this conference.

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<tr>
<th>Estimated Expenses</th>
<th>Transportation (Air Fare or Mileage)</th>
<th>Lodging</th>
<th>Meals</th>
<th>Registration Fee</th>
<th>Total</th>
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The amount funded by departments will vary, as each department may fund differently. The College will match the department amount up to $500. For example, if the department approves the amount of $550, the college will approve $500, and the total amount a student can be reimbursed is $1,050. $500 is the maximum amount the college will match each academic year.

REMEMBER: Please attach a copy of your acceptance letter as proof of acceptance to the conference.
For Department use only:

This graduate student has been approved by the Department of______________ for a travel expense reimbursement up to a maximum of___________.

______________________________________
Signature of Graduate Manager                                   Date

Operating Unit                Account             Class

NOTE: Following Department approval, please send to 4002 JFSB for College approval.

For College use only:

This graduate student has been approved by the College of Humanities and qualifies for the matching amount of up to _________.

Total amount of travel assistance approved is a maximum of: ___________.

__________________________________
Signature of Dean                                                                 Date

BRIGHAM YOUNG UNIVERSITY—TRAVEL REIMBURSEMENT REQUEST

Date__________________

I, ______________________, request reimbursement for travel expenditures made by me on behalf of Brigham Young University to _____________________________________.

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<th>Date</th>
<th>Registration Fee</th>
<th>Lodging</th>
<th>Meals</th>
<th>Transportation (Air Fare or Mileage)</th>
<th>Other</th>
<th>TOTAL</th>
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TOTAL

All claims above are legitimate and correct according to BYU Travel Policy.

__________________________ ____________________
Student Signature                                       Date BYU ID Number