

**DEPARTMENT OF LINGUISTICS & COGNITIVE SCIENCE  
GRADUATE TRAVEL FUNDING REQUEST**

Student Name: \_\_\_\_\_ Reason for Travel: \_\_\_\_\_

Traveling to (city, state, country): \_\_\_\_\_

Travel dates: \_\_\_\_\_ Estimate of Expenses: \_\_\_\_\_

Presenting:    Poster                  Paper                  Other: \_\_\_\_\_

**\*\*\* Attach letter of acceptance and a copy of an abstract \*\*\***

### Graduate College Award

Are you applying for the Graduate College Student Travel Award?:      Yes      No

**Note: You are limited to \$1,500 total during your graduate study.** Department must match the travel award 1:1, and will only provide up to \$500.

- You **MUST** obtain dept. approval from your advisor, graduate director, chair, and business administrator **BEFORE** applying to the graduate award. Use the approved amount on the bottom of this form on your application.

Application: <https://grad.udel.edu/graduate-community-portal/students/travel-award/travel-award-application/> \*List Laura Carson as Dept. Contact\*

### Concur (credit card/reimbursement) – [www.udel.edu/concur](http://www.udel.edu/concur)

Make sure that your profile is set up. Upon approval, you will need to submit a travel request and after the conference, an expense report. <https://www1.udel.edu/procurement/concur/concur-training.html>

**Date of last Department funded trip:** \_\_\_\_\_

### Approvals:

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

*I have seen and approve the proposed paper/poster being submitted*

Graduate Director: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

These approvals do not guarantee the trip will be funded, but they are required to request funds from the Dept. After signatures are obtained, submit this application **via email** to Alaina Norvell ([anorvell@udel.edu](mailto:anorvell@udel.edu))

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*For Office Use only:*

Approval: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_  
(Alaina Norvell)

Concur Travel Request: \_\_\_\_\_ Completed: