

Department of English, Speech, and Foreign Languages  
GRADUATE STUDENT REQUEST FOR TRAVEL ASSISTANCE  
for Presentations at Professional Conferences and Meetings

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Program: MA PhD

Have you received or do you expect to receive funding for this trip from other sources?

Yes No If yes, from what source(s) and for how much?

Name of Conference \_\_\_\_\_

Destination \_\_\_\_\_

Dates of Travel \_\_\_\_\_ to \_\_\_\_\_ Requested Amount  
(not to exceed \$600) \_\_\_\_\_

Title of Presentation \_\_\_\_\_

To be considered for funding, you must provide the following items:

1. Evidence that you have applied to Student Life for funding for this trip. Application to Student Life is required for assistance from ESFL. Attach a copy of your request to this application. For more information on their process go to <http://www.twu.edu/student-life-office/student-travel.asp>.
2. A 200-300 word statement describing the purpose of travel (e.g., description of research project or creative activity you plan to present). Please indicate how this experience will advance your academic and/or career goals – what sessions do you plan to attend, what scholars do you hope to connect with, what conference activities will you be involved with, etc., and how will this contribute to your academic and professional development at your particular degree stage?
3. An abstract of the paper you have presented or hope to present. Please attach a copy.
4. Written information about the meeting or conference, including formal notification that the research presentation has been accepted. Assume your reviewers have no knowledge of the scope or impact of your chosen opportunity.
4. Breakdown of how funds, if awarded, would be utilized. Are you applying mainly for air fare? Hotel costs? Food? Registration? Some combination of the items above?

Application deadlines: the last Friday in October and the last Friday in March.

Submit request form and attachments via email to Dr. West at [gwest@twu.edu](mailto:gwest@twu.edu) on or before 5 pm on the due date.

**FOR OFFICE USE ONLY:**

\_\_\_ Request is accepted for funding at this amount: \_\_\_\_\_

\_\_\_ Request is not approved

\_\_\_ Request is approved, but no funds available; hold for next round

Chair, Lucyle Hook Travel Committee: \_\_\_\_\_

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