

# REQUEST FOR DEPARTMENTAL TRAVEL GRANT ALMA MATER

## FOR ENGLISH STUDIES PHD STUDENTS REGISTERED “EN RÉDACTION”

- All requests must be submitted **in advance** of the planned travel. It is the student’s responsibility to ensure that all materials are submitted by **September 15** or **February 15**. There is a limit of **one grant per student** during his/her program.
- Please arrange for your thesis supervisor to e-mail a brief **letter of support** to the chair of the Graduate Committee.
- **Please send Heike Harting [heike.harting@umontreal.ca](mailto:heike.harting@umontreal.ca) a single e-mail including the following documents (pasted-in or attached):** 1) copy of accepted proposal, 2) paragraph explaining relevance of paper to your doctoral research, 3) copy of letter of invitation or acceptance, or copy of conference program, 4) copy of conference call for papers or web address for the conference.
- Please submit to Heather Meek a signed paper copy of this form. Under “amount requested” below, indicate the **actual cost** of transportation (**find out the exact ticket price for the date in question**); accommodation, registration or other fees cannot be reimbursed.
- If grant is awarded, please submit original receipts plus **all boarding passes** to the Technicienne en administration : *Corinne Fioraso*. immediately following the conference.
- **If you are teaching for our department**, we suggest that you ask the Syndicat des chargés de cours (514 343-7766) for travel funds. We might be able to help you if your request is denied.

**TRAVEL EXPENSES ONLY WILL BE REIMBURSED (MAX. \$400)**

**See page 2 for information**

Please complete the form by computer or in uppercase letters

**Name of Applicant:** \_\_\_\_\_

**UdeM number:** \_\_\_\_\_

**Date of Conference:** \_\_\_\_\_

**Name of Conference:** \_\_\_\_\_

**City of Conference:** \_\_\_\_\_

**Other Funding Source Applied For:** \_\_\_\_\_

**Role of Applicant:** \_\_\_\_\_

**Title of Paper:** \_\_\_\_\_

**Amount Requested (actual cost of travel) :** \_\_\_\_\_

**Signature:**

