

GRADUATE TRAVEL ASSISTANCE APPLICATION & REIMBURSEMENT REQUEST BYU COLLEGE OF HUMANITIES

Student Checklist

Before Traveling - Assistance Application

- Print and clearly fill out the Graduate Travel Assistance Application (2 pages) that follows.
- Attach a copy of your acceptance letter to the conference (to the back) as proof of acceptance.
- Turn in all application materials to your department's graduate program manager or department office manager.
 - English – Juli Todd 4138 JFSB
 - Comparative Arts & Letters – Brenda Hickman 3008 JFSB
 - Linguistics – Sherri Hadfield 4064 JFSB
 - Spanish & Portuguese – Merrie Kay Ames 3190 JFSB
 - Center for Language Studies – Molly McCall 3086 JFSB
- Wait for an acceptance email from the College of Humanities Office (humanities@byu.edu)
- REQUIRED:** Once you receive notice of pre-approval from the College of Humanities, if flying, book your airfare through **BYU Travel**:
 - Purchase your flights through the University's online travel program called "**Simply Travel**" at: <https://purchasing.byu.edu/travel/simply-travel>
 - Choose "Leisure Travel" and create an account.
 - Pay for the flight with your own funds and you will be reimbursed after your trip.
 - If for some reason you need to book your airfare through someone other than BYU Travel, please contact the College of Humanities Office to get permission before purchasing your flight.
 - If you fail to follow these rules, you will not be reimbursed for your airfare.

After Traveling - Reimbursement Request

- Print and clearly fill out the Expense Table on the Graduate Travel Reimbursement Request that follows.
- Bring your Graduate Travel Reimbursement Request (Expense Table completed) and all receipts to the College of Humanities Office in 4002 JFSB **within 30 days of the travel**.
- Fill out the remainder of the Graduate Travel Reimbursement Request at the College of Humanities Office.
 - If you cannot come in person, contact the office by emailing humanities@byu.edu.
 - Your reimbursement will then be processed and will be deposited to your Direct Deposit account, so make sure your BYU account information is up to date.
 - You can update your Direct Deposit at My Financial Center through your myBYU account.

*For any questions, please call the College of Humanities Office at 801-422-2775 or email them at humanities@byu.edu

GRADUATE TRAVEL ASSISTANCE APPLICATION BYU COLLEGE OF HUMANITIES

Complete Before Travel - Student

Name: _____ BYU ID# _____

Email: _____ Telephone: _____ US Citizen? Y or N

Department _____ Program: _____

Faculty Mentor: _____

1: Title/Description of your Presentation:

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

3. Conference location and dates:

4. How will you participate in the conference?

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

6. Have you attended other conferences this academic year? Y or N

a. If yes, did you receive travel assistance from the College of Humanities and how much?

7. Have you confirmed that 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

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

Registration Fee	Transportation (airfare or mileage)	Lodging	Meals	Other (specify)	TOTAL

Note: 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 \$550, the College will approve \$500, and the total amount a student can be reimbursed is \$1,050. Additionally, the maximum amount the College will match per student each academic year is **\$500**.

REMINDER: Please attach a copy of your acceptance letter to the conference as proof of acceptance.

**GRADUATE TRAVEL ASSISTANCE APPLICATION
BYU COLLEGE OF HUMANITIES**

Complete Before Travel - 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 Coordinator

Date

Operating Unit

- _____ -
Account

Class Code

Complete Before Travel - For College Use Only

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

\$_____.

The total amount of travel assistance approved is a maximum of \$_____.

Signature of Dean

Date

