

Student Travel Funding Request
Language Technologies Institute

Name: _____ Dates of Travel: _____

Destination: _____

Purpose of Trip: _____

First, please submit your request to your Faculty Research Sponsor or advisor.

Faculty Sponsored Travel

Reimbursement approved (check one): Total _____ Partial _____

Amount (\$): _____ Project (#) to be charged: _____

Faculty Comments: _____

Faculty Research Sponsor: _____ Date: _____

Signature

If faculty sponsored funds are not available, you may request that your travel be funded by the LTI by submitting this form to both your advisor and Radha Rao, in that order.

Department Sponsored Travel

Reimbursement approved (check one): Total _____ Partial _____

Amount (\$): _____ String (#) to be charged: _____

Advisor Comments: _____

Advisor Approval: _____ Date: _____

Signature

Department Approval: _____ Date: _____

Signature

Student Travel Procedures **Language Technologies Institute**

All student travel funding must be authorized in advance through completion of the Student Travel Funding Request form.

Student travel may be funded by the research contracts and/or discretionary funds of a sponsoring faculty member. When funds are not available from these sources, there may be a limited amount available from the LTI.

*First, please ask your faculty advisor or research sponsor for travel fund authorization through his or her contract or discretionary fund (**Block 1**). If funding is not available from your advisor/project, you may then submit a request for departmental funding (**Block 2**). Since departmental funds are limited, some requests may not be approved, and some may not receive full funding.*

Departmental funding is limited to a maximum of 1) \$750 per student, per year (Sept.-Aug.) for presenting refereed papers and 2) \$250 per student, per year for attending conferences for educational purposes.

*To ensure reimbursement, approval **signatures must be obtained prior to travel.***