

**Department of English Travel Committee**  
**Request for Departmental Travel Funds**  
(Please consult guidelines and feel free to attach additional pages)

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Your status in the department: \_\_\_\_\_ full time; \_\_\_\_\_ half-time; \_\_\_\_\_ other (explain)

Title of paper to be presented (or nature of your participation in the event): \_\_\_\_\_

Length of presentation (pages or time allotted): \_\_\_\_\_

Sponsoring group and occasion: \_\_\_\_\_

Date of departure: \_\_\_\_\_

Destination: \_\_\_\_\_

Amount you are now requesting from the department's TC \_\_\_\_\_

**Please check one:**

I'm traveling on a faculty exchange.  
(The last year I received funding for exchange-related travel was: \_\_\_\_\_ )

I've already received a University FTG grant for the current academic year; I'm now requesting English departmental funds for another trip.

I've received an FTG grant and am requesting supplementary funds from the department for that trip.

I have an FTG application pending, and am also applying to the department in case the FTG is not approved.

I've already received departmental TC support for the current academic year. I'm now applying for a second department-supported trip in case any funds remain in April.

I've applied for an SRG and am requesting additional support for travel for research.

Other (explain): \_\_\_\_\_

**Anything else the Travel Committee should know about this application? Please include relevant documentation if your trip is not eligible for funding from another University source,**

*Please return this form to Parlin 108*

Date reviewed: \_\_\_\_\_ Max. Amount \$ \_\_\_\_\_ by \_\_\_\_\_ e-notified \_\_\_\_\_