

## **Linguistics Program Student Conference Travel Grant Application Form**

Note: Complete this form (3 pages) and email it to the Chair of Student Travel Committee.  
Ask your advisor to send a supporting statement via email to the chair of the Committee.

1. Your name:
2. You current degree program:
3. Are you applying to the Graduate School for travel funding?
4. The name and location of the conference:
  
5. The title of your presentation:
  
6. The format of you presentation:
7. A paragraph of 100-150 words stating the importance of this particular conference, and why it is important for you to participate.

8. An abstract of your presentation (which can be the abstract that you submitted to the conference), not to exceed 500 words.

Scan and email to [guesser@mailbox.sc.edu](mailto:guesser@mailbox.sc.edu) or give to Evan Guess, 919 Humanities Office Bldg. 803-777-4882

Your Name

VIP ID

Date Leaving Home Base	mm/dd/yy	Time	am/pm
Date Returning Home Base	mm/dd/yy	Time	am/pm
Specific Purpose of Travel and Destination			

**Funding :** \*List all potential funding here, regardless if is awarded or not. Ex. GradSchool, \$500, LING, \$300

**Section I – Methods of Transportation**

Plane Amount	
Train Amount	
Taxi/Uber Amount	
Personal Vehicle Milage One way / departure @ \$0.655/mile	
One way / return @ \$0.655/mile	
<b>Subtotal Section I</b>	

**Section II – Subsistence**

Lodging cost per night (including taxes): \$	per night	nights =	
Meal allowances:			
In state B = \$8.00 L = \$10.00 D = \$17.00		\$35.00 per day max	
Out-of-state B = \$10.00 L = \$15.00 D = \$25.00		\$50.00 per day max	
List your meals here			List the total \$ here
In-state/Out-of-state daily per diem x # of days			
Foreign per diem—consult with Evan – city/country and dates: (# days x foreign rate)			
<b>Subtotal Section II</b>			

If meals were provided as part of registration, you cannot claim the expense. Meal receipts are not required. Out-of-country per diem is based on country and city.

**Section III – Other Expenses (Original receipts must be provided for this section)**

Registration	
Taxi, shuttles, subways	
Airport/hotel parking	
Rental car	
Gas for rental car only, not personal vehicle	
Other	
<b>Subtotal Section III</b>	

**Section IV – Summary**

Section I Transportation	
Section II Subsistence	
Section III Other	
<b>Grand Total Requested</b>	

Total amount approved

Program Director's Signature:

Date: