

# 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 secretary.
  - English – Juli Todd 4138 JFSB
  - Comparative Arts & Letters – Andrea Kristensen 3008 JFSB
  - Linguistics – Mary Beth Wald 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](mailto: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](mailto: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](mailto: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

# GRADUATE TRAVEL REIMBURSEMENT REQUEST

## BYU COLLEGE OF HUMANITIES

Complete After Travel - Student - In Person at the College of Humanities Office (4002 JFSB)

### Expense Table

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

I, \_\_\_\_\_, request reimbursement for travel expenditures made by me  
(Your Name)  
on behalf of Brigham Young University to \_\_\_\_\_.  
(Destination and Conference Name)

I certify that all claims above are legitimate and correct according to BYU Travel Policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
BYU ID Number

REMINDER: Please bring this 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.**