REQUEST FOR DEPARTMENTAL TRAVEL GRANT

ALMA MATER

FOR ENGLISH STUDIES PHD STUDENTS REGISTERED “EN RÉDACTION”

- All requests must be submitted in advance of the planned travel. It is the student’s responsibility to ensure that all materials are submitted by September 15 or February 15. There is a limit of one grant per student during his/her program.

- Please arrange for your thesis supervisor to e-mail a brief letter of support to the chair of the Graduate Committee.

- Please send Heike Harting heike.harting@umontreal.ca a single e-mail including the following documents (pasted-in or attached): 1) copy of accepted proposal, 2) paragraph explaining relevance of paper to your doctoral research, 3) copy of letter of invitation or acceptance, or copy of conference program, 4) copy of conference call for papers or web address for the conference.

- Please submit to Heather Meek a signed paper copy of this form. Under “amount requested” below, indicate the actual cost of transportation (find out the exact ticket price for the date in question); accommodation, registration or other fees cannot be reimbursed.

- If grant is awarded, please submit original receipts plus all boarding passes to the Technicienne en administration: Corinne Fioraso. immediately following the conference.

- If you are teaching for our department, we suggest that you ask the Syndicat des chargés de cours (514 343-7766) for travel funds. We might be able to help you if your request is denied.

TRAVEL EXPENSES ONLY WILL BE REIMBursed (MAX. $400)

See page 2 for information
Please complete the form by computer or in uppercase letters

Name of Applicant: ________________________________

UdeM number: __________________________________

Date of Conference: ______________________________

Name of Conference: ______________________________

City of Conference: ______________________________

Other Funding Source Applied For: ______________________________

Role of Applicant: ________________________________

Title of Paper: ________________________________

Amount Requested (actual cost of travel): ______________________________

Signature: ________________________________