



Language Science Fellow Travel Request Form
Maryland Language Science Center

Please use this form for travel fund requests relating to conference travel and research activities. Once your advisor has signed their approval, send the complete form to shevaun@umd.edu for review and approval. Funds should be requested a minimum of one month before anticipated travel.

For Administrative Use Only
Approval Notification Date:
TAR: Date Submitted: Amount:
TES: Date Submitted: Amount:

Traveler Information

Name (Last, First) UID

Email Phone

Address

SSN DOB

Language Science Fellow status:
NRT LSF (individual plan) IGERT Apprentice

Trip Purpose

Event/activity:

Location:

Presentation title:

Presentation authors:

Talk Poster

## Justification

1. How does this travel fit in to your research and training priorities this year? How does it serve your professional and academic development? If this travel is for a conference, why did you choose to present this work at this particular conference?

2. If this travel is for a conference:

Has this work ever been presented at a conference before?     Yes     No

If yes, please explain the special circumstances that would justify the LSC supporting the presentation of the work in a second venue (e.g. reaching audiences from different fields, or highlighting research achievements during a student's job search).

If you are not the first author on the presentation, please explain why it is important for you to attend the conference as well.

3. Is this travel eligible for funding from other sources (e.g. faculty grant, home department, Goldhaber, ICSSA, ARHU travel award), and have you applied?

**Travel Information**

Origin: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Destination: \_\_\_\_\_ Return Date: \_\_\_\_\_

Note: You may request a per diem allowance if your expenses will significantly exceed what you would otherwise spend if not traveling. You may also request funds to cover the cost of conference events like dinners or receptions (if they are not included in registration fees), as these can be valuable networking opportunities.

Estimated Costs		Explanation/Notes
Air / Rail		
Hotel / Lodging		
Ground Transportation		
Car Rental		
Personal Car Mileage		
Conference Fee		
Per Diem / Meals		
Justification:		
Other		

<b>Total Request</b>	
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**Advisor Approval**

Advisor Name \_\_\_\_\_ Title \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**LSC/Grant Coordinator Approval**

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_