

DEPARTMENT OF ENGLISH  
GRADUATE STUDENT TRAVEL REQUEST

Please complete all information and submit to the Graduate Office at least a week before you leave. Approval must be received prior to your departure.

DATE: \_\_\_\_\_

Name: \_\_\_\_\_ UofSC ID: \_\_\_\_\_

Purpose of Travel:

Giving Lecture \_\_\_\_\_ Reading Paper \_\_\_\_\_

Charing Session \_\_\_\_\_ Other \_\_\_\_\_

Title of Work: \_\_\_\_\_

Name of Conference: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Check here if you have applied for a Graduate School Travel Grant for this travel

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Check here if you have already received a Graduate School Travel Grant this academic year

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Date Leaving: \_\_\_\_\_ Date Returning: \_\_\_\_\_

Via: Plane \_\_\_\_\_ Train \_\_\_\_\_ Personal Vehicle: \_\_\_\_\_

Estimated Costs	Estimated Amount	Approved Amount
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Transportation

Plane or Train round trip	_____	
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Personal Vehicle		
Round trip mileage _____ x 0.515	_____	

Per Diem

Lodging	_____	
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\$50 per day for meals	_____	
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Registration, Parking, local transportation	_____	
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Total Requested	_____	_____
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