MALLT Student Travel Award

The MALLT Travel Award program offers partial funding to MALLT students for presenting scholarly and creative works at conferences, performances, or exhibitions. Such activities are an important part of the professional development of graduate students, offering opportunities to establish professional networks, contacts for collaborative research, and sources of potential future employment. Funded amounts vary depending on distance, receipt of prior support through this program, and other current support. Funding is provided as reimbursement of expenses after the travel has been completed. There is a cumulative limit of approximately $200 per student.

Eligibility

- Students must be enrolled in the MALLT degree program, be in good standing, and have a cumulative graduate GPA of 3.5.
- An applicant’s presentation, performance, or exhibition must be officially recognized by the sponsoring organization. Evidence of this—a letter or notice of acceptance or link to (or PDF of) the program schedule showing the applicants’ participation—is required before funds will be released.

Application

- Students are encouraged to submit applications three months before the event.
- Students may not apply more than six months after the event.
- Each student may apply only once for a specific conference/event.
- Each student is limited to two applications per academic year.

Selection Process

Priority in funding will be given to those who:

- Have not previously received travel support through this program.
- Are participating in international or national conferences.
- Are giving first- or single-authored presentations or solo performances or exhibitions.

Travel Guidelines

- Awardees must comply with the State and campus travel policies and procedures and any other School or College instructions, including the submission of the Travel Approval forms for L&S. Students planning to drive personal vehicles or rental cars must be registered and authorized by UWM. See the Drivers and Vehicles Web site: [http://uwm.edu/urec/wp-content/uploads/sites/145/2014/08/authorizeddriverform.pdf](http://uwm.edu/urec/wp-content/uploads/sites/145/2014/08/authorizeddriverform.pdf)
MALLT Travel Award Application

Name: ___________________ Student ID #: _______________ Concentration: ___________
Address: ________________________________________________________________
Email: ___________________ @uwm.edu
Conference Name: __________________________________________________________
Conference Dates (inclusive): ________________ Dates you are attending: __________
Conference Location (Institution, City, State): ___________________________________________
Title of presentation: ________________________________________________________
Name of a Co-Presenter(s) (if applicable): _______________________________________
Registration fee: ___________________________________________________________
Means of Travel (car? train? plane?): __________________________________________
  Estimated round trip ticket cost: $________________________________________
  If by car: estimated number of miles (round trip) : ___________________________
  *Are you an Authorized Driver? ________ [You must have Driver Authorization for reimbursement]
Lodging:  Type; Estimated Cost: _______________________________________________
Other: (please specify): _______________________________________________________
Total Estimated Cost: $________________
Will you receive funding from another source for this activity?  Yes  No
In a paragraph of 4-5 sentences, please describe your scholarly activity, and how it will advance your academic and professional goals. If you are presenting a paper, please provide a short description of its thesis. Please use additional pages, as necessary.
College of Letters and Science
Travel Approval Request

TRAVELER’S NAME

LOCATION/DESTINATION
(City, state, country, and venue)

PURPOSE OF TRIP/EXPLANATION

LIST OTHER UWM ATTENDEES

DATE OF DEPARTURE

DATE OF RETURN

ESTIMATED COST

Note: Total should include P-Card, T-Card, and any other prepaid expenses.

FUNDING LIMITED TO

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<th>Estimated Cost</th>
<th>Fund</th>
<th>Department</th>
<th>Program</th>
<th>Project/Grant</th>
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Yes ___  No ___  N/A ___  Is this travel essential & necessary for you to perform your duties?
Yes ___  No ___  N/A ___  Are you a conference presenter or panelist?
Yes ___  No ___  N/A ___  Could the business be accomplished through other means (e.g. videoconference)?
Yes ___  No ___  N/A ___  Are there alternative sites closer to UWM that would result in lower travel costs?
Yes ___  No ___  N/A ___  Is it necessary for more than one employee from a division travel to the event?
Yes ___  No ___  N/A ___  Could the information, instead, be shared with colleagues by a single attendee?
Yes ___  No ___  ___  Could the trip be postponed or canceled?

What are the fiscal consequences of postponing or canceling the trip?

I request permission to be absent from my normal University duties from     to     

List any classes and other duties that will be missed and describe how they will be covered during absence:

Classes or other responsibilities:

Coverage:

Signature of Traveler  Print Name  Date

I have reviewed this request and recommend that it be approved.

Signature of Principal Investigator (if different)  Print Name  Date

Signature of Department Chair/Director/Supervisor  Print Name  Date

Signature of Associate Dean/Dean  Print Name  Date

1. If filing through e-reimbursement, please fill out this form, obtain signatures from traveler, PI (where appropriate), and chair/director/ supervisor, then attach to the completed electronic authorization form and submit.
2. Please send completed form to: Janna Masch, Holton Hall 227. Incomplete forms will not be processed.
3. Keep a copy for your records.