



*College of Letters and Science*  
*MA in Language, Literature and Translation*

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 Travel Approval forms for the University and 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>

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 R/T ticket cost: \$ \_\_\_\_\_

If by car: estimated number of R/T miles: \_\_\_\_\_

\*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.

---

---

---

---

**UW-MILWAUKEE  
TRAVEL APPROVAL REQUEST**

TRAVELER'S NAME \_\_\_\_\_  
 LOCATION/DESTINATION \_\_\_\_\_  
 PURPOSE OF TRIP/EXPLANATION \_\_\_\_\_  
 DATE OF DEPARTURE \_\_\_\_\_ DATE OF RETURN \_\_\_\_\_  
 ESTIMATED COST \$ \_\_\_\_\_

Estimated Cost	Fund	Department	Program	Project/Grant
	101	484700	2	



List other attendees: \_\_\_\_\_

- Yes \_\_\_\_\_ No \_\_\_\_\_ 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 (teleconference, videoconference, etc)?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Are there alternative sites closer to UWM that would result in lower travel costs?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ In the case of travel to an event, is it necessary for more than one employee from a division to attend?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Could the information, instead, be shared with colleagues by the person who was authorized to attend?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ Could the trip be postponed or canceled? What is the fiscal consequences of postponing or canceling the trip?

Provide additional information as necessary to clarify responses to questions or to further explain purpose of travel.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Please attach additional page(s) if necessary.)

SIGNATURE OF TRAVELER \_\_\_\_\_

Approved  Not Approved

\_\_\_\_\_  
 Department Head (Signature) Print Name Date  
 Approved  Not Approved

\_\_\_\_\_  
 Dean or Division Head (Signature) Print Name Date



Travel Approval/Absence Request

Name: Date:
Department/Center:

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

Purpose of absence and destination (you must include the city and state of your destination):

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 UWM Classification/Status of Traveler

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

Department Chair/Director/Supervisor: Signature Date

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

Associate Dean/Dean: Signature Date

Traveler must complete the following estimate to include P-card/T-card prepaid expenses and other reimbursable expenses: Estimated total to be paid/reimbursed

Fund: 101 Org: 484700 Program:2 Acct. Project/Grant: Amount:

Fund: Org: Program: Acct. Project/Grant: Amount:

Please indicate the payment method of the travel expenses listed below.

UWM P Card UWM T Card Cash/Other

- Conference Registration
Airline Tickets
Hotel Rooms
Travel Agency Fees
Car Rentals
Other

"Pocket Travel Guides" are available at: http://www.bfs.uwm.edu/ASM/Files/5.2.3.d/2/16.0.0/5-2-03d.doc

Please send completed form to: Janna Masch, NWQ B 5569. Incomplete forms will not be processed. Keep a copy for your records.