



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 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>

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.



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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 \$ _____

Estimated Cost	Fund	Department	Program	Project/Grant

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 (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.