

# REQUEST FOR STUDENT TRAVEL and DEVELOPMENT FUNDS

From the EDWARD SHAPIRO FUND FOR ENGLISH COMPOSITION II  
UNIVERSITY of TOLEDO, DEPARTMENT of ENGLISH LANGUAGE and LITERATURE

\*\*\*SUBMIT to the GRADUATE COMMITTEE c/o MARLENE WENRICK, Dept. of English, FH 1500B

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Name of Event/Conference \_\_\_\_\_ Date of Event/Conference \_\_\_\_\_

**1. Purpose of Request** (check as appropriate)

\_\_\_\_\_ Regional \_\_\_\_\_ National \_\_\_\_\_ Conference \_\_\_\_\_ Symposium \_\_\_\_\_ Other

**2. Description of Request**

State briefly below the intended destination, dates, and purpose of the travel. Describe the nature of the conference, its theme or subject, what organization is running it, where it will be held, the title of the panel on which you will be presenting, etc.

**3. Attachments:** Attach the following to this form:

- a. A copy of the call-for-papers
- b. A copy of the abstract that you submitted
- c. A copy of material that will verify your participation (letter or email of acceptance, name in program, etc.
- d. A brief statement of the value of participation in this conference to you academic interest and advancement

**4. Detailed Budget** Itemize the expenses which you expect to incur: |

Transportation:

Lodging:

Meals:

Registration Fee:

Other:

Total:

I have \_\_\_\_\_/have not \_\_\_\_\_ applied for funding from the UT Graduate Student Association.

I have received \$ \_\_\_\_\_ from the GSA.

**Shapiro Fund Amount approved by the Committee:** \$ \_\_\_\_\_

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

Chair of GSC or Department Chair