

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 NATALIE HEFNER, 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