

REQUEST FOR TRAVEL ASSISTANCE

To: Dr. Jacob Blevins, Chair, Department of English

From:

Date:

Dear Dr. Blevins:

I have had a scholarly paper/creative work accepted for presentation at the

Conference on _____ in _____ .
(DATE) (LOCATION)

I am applying here for travel assistance. Particulars about the origin of the paper, the presentation, and the estimated expense of attending the conference follow.

Thank you for your kind assistance.

Signature

Printed Name

To the Applicant: Please provide the following information for Graduate English Program records. Your responses need not be too extensive; a paragraph or two will certainly suffice. Use additional paper, as necessary.

A. DESCRIPTION OF THE PAPER (OR OTHER PRESENTATION):

1. Give a brief history of the origins and development of the paper or other presentation: Explain, for example, if the presentation began as a class paper, an internship project, independent creative or scholarly work, or thesis chapter. Discuss briefly how the paper or other presentation evolved from its inception, considering any kind of professional review (that of professors or other qualified individuals) and revisions.

2. Briefly discuss how your work on this project has contributed to your intellectual, scholarly, and/or creative development.

B. THE PRESENTATION:

1. Explain how you found out about the particular conference (from a call for papers service, a professional journal, a professor's lead, or other source).

2. How is this conference/session appropriate for your particular presentation?

3. Attach a copy of the call for papers notice, if it is available, and a copy of the abstract or proposal that you submitted for consideration.

C. BUDGET:

1. Please estimate and list any expenses involved in your attending the meeting; itemize the anticipated expenses, using additional paper, as necessary.