

UCLA INTERDEPARTMENTAL GRADUATE ARCHAEOLOGY PROGRAM
CONFERENCE TRAVEL APPLICATION WITH PRESENTATION

Purpose: This form is to be used by all continuing Archaeology Program graduate students who wish to be considered for reimbursement for expenses related to travel for a conference at which they are presenting a paper or poster.

Instructions: Download this form and open with Adobe. After completing this form, click on the submit button to email this application to the [Archaeology Student Affairs Officer](#); include the documents in the checklist below as attachments. Please submit all required materials **AT LEAST 30 DAYS IN ADVANCE OF TRAVEL.**

Note: Because of limited funds, priority will go to students who have not yet been funded for a conference in the current year. The Institute covers primarily travel; though you may request reimbursement for food, lodging, registration fees, and other costs, the Institute does not typically cover these expenses.

PERSONAL INFORMATION

Name:	Email:
Current Mailing Address:	UID Number:
CA Resident? <input type="checkbox"/> U.S. Citizen? <input type="checkbox"/> If not, country of citizenship:	Visa Type:
If applicable, Date Advanced to Candidacy:	
Name of Conference:	
Location of Conference:	
Dates of Travel:	

FUNDING REQUESTS

AMOUNT REQUESTED

Airfare:	\$
Food/Lodging:	\$
Other Expenses (Registration Fees, etc. – please attach explanation)	\$
Total Amount Requested:	\$

APPLICATION CHECKLIST (please also submit the following as attachments):

- Copy of invitation or preliminary conference program providing evidence that you have been invited to present paper or poster
- Abstract of your paper
- Complete transcript, including the most recently completed academic quarter (unofficial copy OK)