# 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? | U.S. Citizen? | 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: | $ |

## JUSTIFICATION (100 word max)

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## 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

**Revised 9/19/19**