

# 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. Travel must comply with UCLA Travel guidelines and trips must be registered in the [UC Away system](#). In addition, you may request to have your airfare booked through UC Travel instead of receiving a reimbursement. If booking a flight through UC Travel we require you submit your application **at least 30 days prior to your flight**. To book your flight through UC Travel contact [cioa-travelandpurchasing@ioa.ucla.edu](mailto:cioa-travelandpurchasing@ioa.ucla.edu).

### 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:	\$

### JUSTIFICATION (100 word max)

### 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