**East Asian Languages and Cultures**

Request for Travel Funds, Graduate Students

EALC has limited funds for travel, travel funds may run out midway through the fiscal year, so applicants are encouraged to apply as soon as possible, in advance of travel. Students can apply for up to **two** conferences per academic year, provided that they are presenting a paper on at least one of those occasions. We would also ask that students who have been funded by the department to present a paper away from Berkeley would also share their work in a brown-bag lunch session for EALC faculty and students after they come home. Travel funds are limited to $750 x 2 per fiscal year. Funding is limited to airfare and conference registration (and cannot support lodging, ground transportation, meals or incidentals). If the entire $750 is not spent for a conference, the balance is not banked and will not roll over to the next conference.

Please make sure to submit original receipts within ten days of your travel.

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| Name:  |
| Event:  |
| Date of travel: **­­** |
| Description of participation:  |
| Transportation costs:  |
| Conference registration costs:  |
| If you are currently hired as a GSI, please indicate what arrangements you have made with the instructor-in-charge or program coordinator to cover teaching time you will miss. |

Please return this request form to MSO Jan Johnson