

## English Department MLA Interview Travel Award Application Form

Date:

Name:

Address:

City/State/Zip:

### TRAVEL EXPENSES

Estimated Budget of Travel Costs:

Travel: \_\_\_\_\_  
Conference Fees: \_\_\_\_\_  
Other: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

### Checklist:

\_\_\_\_\_ I have applied to the MLA for travel assistance funds for my MLA interview,  
Or \_\_\_\_\_ I am ineligible this year because I received MLA travel funds in the past

\_\_\_\_\_ I am also applying to the Humanities Division for travel funds for this conference  
Or \_\_\_\_\_ I am ineligible to apply [ ] because I am not presenting a paper at MLA  
[ ] because I received Divisional travel funds this  
year, or twice in the past.

\_\_\_\_\_ I am also applying to the GSA for travel funds for this conference  
Or \_\_\_\_\_ I am ineligible to apply [ ] because I am not presenting a paper at MLA  
[ ] because I received GSA travel support previously

I have appended the following to this application form (these are mandatory):

- 1) \_\_\_\_\_ A copy of a letter or email giving the date and time of your job interview. (If the interview was set up over the phone, please request an email confirmation from a departmental administrator.)
- 2) \_\_\_\_\_ A copy of the letter or email declining your request for support from organizations listed above to whom you applied.
- 3) \_\_\_\_\_ The *original* receipts for travel expenses that have already been incurred. For airline tickets this can be a copy of the email showing both your itinerary and proof of payment, usually the four digits of the credit card used to charge the flight