The Department of English is pleased to provide awards for English graduate students who have been invited to present a paper at a professional conference. The current award supports up to two trips per year (July through June) for a maximum of $700. Research and/or personal funds may be added to this award to cover expenses. Travel that occurs during the academic year needs a completed Travel Authorization form even if funding is not being requested.

Criteria
- Applicant must be a current graduate student in the Department of English, and must be in good standing.
- The student must be enrolled for a minimum of three credits during the term in which the conference travel occurs (excluding Summer Session).
- Awards are for direct expenses related to conference travel and registration. Each student has the responsibility and duty to keep travel costs at a minimum.
- If a student holds a Graduate Employee position, all courses the student teaches, or the duties assigned to research GE’s must be covered during the time of travel. The College of Arts and Sciences policy states that classes should be covered, not canceled.

Application Procedure
- A Travel Authorization form needs to be submitted at least four weeks prior to the departure date of your trip. No departmental funds will be awarded for Travel Authorization forms received later than four weeks prior to the departure date. As soon as you have been formally or informally invited to present a paper at a conference, submit a Travel Authorization form to the Accounting Technician, Julie Anderson (jlanders@uoregon.edu). This form can be found on the English Department resource webpage.
- Other travel awards (i.e.: Sherwood, EcoCritical, CSWS, Humanities) have policies, procedures, and applications specific to that award in order to comply with guidelines set by the funding source. The Travel Authorization form does not serve as an application for any other travel awards. However, some award applications may require a copy of the approved Travel Authorization form that was completed prior to the trip to be considered a complete application.
- By signing the Travel Authorization form, the applicant is agreeing to return any unused funds.
- Note: If you receive federal financial aid, any award may affect your financial aid eligibility. Students who receive federal aid have a responsibility to report all awards earned to the UO Office of Financial Aid and Scholarships (http://financialaid.uoregon.edu/).

Award Disbursement
- Once the Travel Authorization form is approved, the administrative unit will process a payment for the awarded amount and will send the recipient an email with confirmation of the approval. The email will also confirm that the payment was processed and what receipts will need to be submitted within one week of the recipient’s return date.
- By applying, the applicant is agreeing to return awarded funds to the department if the trip is cancelled for any reason.

Post-Trip Procedure
- Recipient must submit all related receipts and boarding passes for all travel-related non-food expenses covered by the departmental travel award within one week of the return date. Failure to submit receipts within one week of returning from the trip will result in a request for the recipient to return the travel award funds to the Department.