

## **Undergraduate Students**

After you are accepted to a conference, please begin the funding procedures process:

1. Fill out and follow the instructions in the Department Student Travel Request Form. Please save in PDF format and email to [english.travel@wku.edu](mailto:english.travel@wku.edu).
2. Please email your conference acceptance with this form.
3. Each conference must have a separate travel request form.
4. Make sure you obtain a **GREEN** checklist envelope from Mary in CH 135 before conference travel. Keep all receipts, conference program, and conference acceptance letter in this envelope
5. Upon return from conference, please make an appointment with Mary to begin the reimbursement process. Bring your **GREEN** envelope with you to this appointment with the checklist filled out and all pertinent paperwork inside.

**If you have questions at any point during this process, please contact Mary Johnson at [mary.johnson@wku.edu](mailto:mary.johnson@wku.edu) or 270-745-3044.**

**You will receive an email from the department once your funding has been approved.**

## Graduate Students

After you are accepted to a conference, please begin the funding procedures process:

1. In addition to the departmental travel form, you must also fill out graduate school travel forms here.
2. The English department form should be saved in PDF format and emailed to [english.travel@wku.edu](mailto:english.travel@wku.edu).
3. Please email your conference acceptance with this form.
4. For The Graduate School travel form, please follow their website's funding instructions. Upon your return, you will follow the SEAT instructions. Tomitha will fill out the travel voucher form for you.
5. Please email your conference acceptance with this form.
6. Each conference must have a separate travel request form.
7. Make sure you obtain a **GREEN** checklist envelope from Tomitha in CH 135 before conference travel. Keep all receipts, conference program, and conference acceptance letter in this envelope.
8. Upon return from conference, please make an appointment with Tomitha to begin the reimbursement process. Bring your **GREEN** envelope with you to this appointment.

**If you have questions at any point during this process, please contact Tomitha Blair at [tomitha.blair@wku.edu](mailto:tomitha.blair@wku.edu) or 270-745-3044.**

**You will receive an email from the department once your funding has been approved.**