

REQUEST FOR TRAVEL ASSISTANCE

To: Dr. Jacob Blevins, Chair, Department of English

From:

Date:

Dear Dr. Blevins:

I have had a scholarly paper/creative work accepted for presentation at the

Conference on _____ in _____ .
(DATE) (LOCATION)

I am applying here for travel assistance. Particulars about the origin of the paper, the presentation, and the estimated expense of attending the conference follow.

Thank you for your kind assistance.

Signature

Printed Name

To the Applicant: Please provide the following information for Graduate English Program records. Your responses need not be too extensive; a paragraph or two will certainly suffice. Use additional paper, as necessary.

A. DESCRIPTION OF THE PAPER (OR OTHER PRESENTATION):

1. Give a brief history of the origins and development of the paper or other presentation: Explain, for example, if the presentation began as a class paper, an internship project, independent creative or scholarly work, or thesis chapter. Discuss briefly how the paper or other presentation evolved from its inception, considering any kind of professional review (that of professors or

