



BLC Travel Grant for Foreign Language Lecturers

Fall Deadline: first Friday of October (travel through mid January)

Spring Deadline: first Friday of April (travel through mid August)

Applications **must be** submitted for approval a **minimum of two weeks prior** to travel.

The Berkeley Language Center provides limited funding for foreign language lecturers to attend and present a paper at professional conferences. BLC Travel Grant is up to \$750.00 for national and international. We realize this will not cover all travel expenses; lecturers are encouraged to seek supplemental funding support. Additionally, lecturers are limited to one grant per year.

Include a copy of the program, an abstract, and/or a letter of invitation with your application form.

The University Regulations state that The Berkeley Travel Office will only reimburse travelers who provide original receipts in their own name. There are no exceptions to this rule. Travel expense reimbursements should be processed within two weeks after conference travel. You are required to sign a 'UC Travel Voucher Form' to complete the paperwork. Please do not mail receipts to the office.

If you have further questions please contact: BLC Office Manager, Orlando Garcia, 877-4002, x11, ogarcia@berkeley.edu and <http://blc.berkeley.edu>

Submit or Mail application and attachments to:

Berkeley Language Center
Travel Grant Program
B-40 Dwinelle Hall, #2640
CAMPUS



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PERSONAL DATA:

Full Name: _____
Last First Middle

Full Department Name Address: _____

Phone: _____

Payroll Title: _____ Vendor ID # or SSN: _____

Full Home Address: _____

Phone: _____ E-mail: _____

CONFERENCE DATA:

Travel term: ____ Fall 20 ____ ____ Spring 20 ____ Conference Date (s): _____

Conference Name: _____

Full Address Location: _____

Will you be delivering a paper? ____ No ____ Yes If so, please indicate title of paper and/or panel topic

Title of paper / presentation name: _____

Total amount requested (itemize below): \$ _____

Registration Fees: _____ Transportation: _____

Lodging: _____ Other (specify): _____

Have you received prior BLC travel support? ____ No ____ Yes If so, please indicate

amount(s) and year(s): \$ _____ Year _____; \$ _____ Year _____; \$ _____ Year _____

Please indicate other sources of support and amounts: _____

SUBMIT electronically (attach supporting documentation)

or print and mail to: Berkeley Language Center, Travel Grant Program, B-40 Dwinelle Hall, #2640, CAMPUS