



## **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 domestic and international professional conferences. Travel Grant is up to \$750.00 for one presenter and \$500 for co-presenters. 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](mailto: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

