

## **Doctoral Program in Media, Art, and Text Travel Support Guidelines**

The MATX program supports student travel to present papers at conferences and symposia and to participate in workshops relevant to the course of study. Each student may apply for up to \$1,000 per academic year. The following procedures must be followed exactly.

*Before* booking any travel, the student should send a request by e-mail to the MATX Director with the following information

- title of paper to be presented or theme of workshop
- official name of conference or workshop
- full name of sponsoring organization (no abbreviations)
- exact dates of the conference or workshop
- venue: hotel or convention center, city, state/country
- estimated budget

Upon approval by the Director, the student should schedule an appointment with Derek van Buskirk in the English Department to complete the required *Travel Authorization* and work with Derek to book air or rail travel through VCU's travel agency (Christopherson). If air/rail travel is not booked through Christopherson, the student is not eligible for any reimbursement of travel costs. Accommodation and registration fees are paid by the traveler and reimbursed upon submission of receipts after travel.

Please note the following:

- Travel Authorization and transportation booking must be completed at least 30 days prior to departure.
- Travel Authorization must be completed prior to travel in order to receive support; Authorizations will not be filed retroactively
- All air/rail transportation must be booked through Christopherson for the student to be eligible for any reimbursement
- The student is responsible for retaining required receipts and following VCU travel regulations.