



Northeastern University

DEPARTMENT OF ENGLISH

DOCTORAL STUDENT TRAVEL REIMBURSEMENT REQUEST FORM EFFECTIVE AUGUST 2026

Requests may be submitted electronically to the Department of English Graduate Office (gradenglish@northeastern.edu) for review at the next Graduate Studies Committee meeting.

① Before applying, read the Travel Reimbursement Guidelines, on the second page of this form.

Student's Name

Today's Date

*Event**

Date/s of Event

* Attach **communication of paper acceptance** from the conference convener(s) or the institute, or information about the archive or other academic activity.

Funds Requested

\$ _____
*Funds requested from the
Graduate Studies Committee (GSC)*

\$ _____
Funds requested/requesting from the PhD Network

Funds Received

\$ _____
Funds received from the PhD Network

\$ _____
Funds received from the Conference or Institute

\$ _____
*All travel funds received **to date** from the
Graduate Studies Committee (GSC)*

Provide a brief statement of how the proposed paper or institute fits into the work you are doing in the dissertation or on some other major intellectual project.

To be filled out by Graduate Office

Date received ____/____/____

Date reviewed by GSC ____/____/____

Action: Approved ____/ Denied ____

Comments or conditions:



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DOCTORAL STUDENT TRAVEL REIMBURSEMENT GUIDELINES

Ph.D. Student Travel

Ph.D. students in the Department of English are eligible for reimbursement of up to \$1000 (total – up to \$500 from the department and up to \$500 from the Ph.D. Network) for expenses incurred in traveling to conferences, institutes, or other academic activities, such as archival research, for each year of residence at Northeastern, beginning in the second year of doctoral study. The purpose of travel must be to present or pursue research germane to the student's dissertation work or professionalization. Chairing a session does not make one eligible unless the student proposed that session and is playing a significant participatory role in it. The PhD Network preferences funding to students who *present research at a conference*. Eligibility begins with the second year of doctoral study and continues for as long as a student is enrolled full-time and making satisfactory progress. Preference will be given to students at work on their dissertations. *Funding is not automatic or guaranteed*. The departmental reimbursement benefit may change in response to larger institutional changes or unforeseen budget constraints.

Consultation with Advisor

Upon receiving notification of acceptance from the conference convener(s) or an institute, the student consults with their faculty advisor to discuss the professional significance of the conference or institute; the fit between the conference or institute and the student's intellectual program, especially the dissertation; and the publication of versions of the student's prior conference presentations, if any. If considering another academic activity, a consultation is also required.

Reimbursement Application Process

1. The student first submits a Doctoral Student Travel Reimbursement Request Form for the Graduate Studies Committee's consideration. The form is available on the Current Student Resources webpage. Applications must include a copy of communication of paper acceptance from the conference convener(s) or the institute, or information about the archive or other academic activity. Apply before traveling.
2. If the request is approved, the GSC will issue a letter for the student's PhD Network application.
3. Students should apply for PhD Network funding **after** receiving approval from the GSC. Information, deadlines, and forms can be found at <https://phd.northeastern.edu/network/resources/travelfunding/>

Review Process

The GSC normally considers funding requests at their monthly meetings. Resources are limited, and not every application will necessarily be approved for funding. The GSC would hope to respond within a week after their meeting.

Applying for Reimbursement

Students receive their travel grants in the form of reimbursement, up to the amount of the approved funding, not for the full cost of the trip. To recover their expenses, a student must retain and present expense receipts, including airline ticket stubs or e-ticket confirmations. The Graduate Program Coordinator must request a Concur account for the student in order to start the reimbursement process. The student will submit all receipts and approval documents from the Graduate Program Coordinator in a report in the Concur (Travel and Expense) system. Once the expense report is submitted and approved, reimbursement by direct deposit may take up to 4-6 weeks for processing via Student Accounts.