APPLICATION FOR CONFERENCE TRAVEL FUNDING

STUDENT NAME: ___________________________________________________   G-YEAR: _____________

PHONE: ________________________________________ E-MAIL: _________________________________

PLEASE PROVIDE A BRIEF DESCRIPTION OF CONFERENCE, INCLUDING DATES:

ESTIMATED TRAVEL COSTS:

FOR ADVISOR:

This applicant has completed a draft of at least one dissertation chapter. I approve of the applicant’s attendance at the above conference.

__________________________  __________________________
SIGNATURE OF ADVISOR      SIGNATURE OF APPLICANT
CONFERENCE TRAVEL FUNDING GUIDELINES

The Department of History wishes to support its students in the important professional activity of conference paper presentation. Please use the application form to request conference funding. Students may also supplement the form with a letter. Applications should be submitted to Janet Hatch, Department Administrator, Robinson 200.

Keep in mind the policy guidelines below. Also realize that, depending on the number of applications received and the resources available in a given academic year, the Department may be required to hold applications and make comparative assessments.

1. Funds are available to individuals whose papers have been accepted for presentation. Complete the application form with a description of the conference and an estimated travel budget and submit to Janet Hatch.

2. The applicant’s advisor must certify that at least one dissertation chapter has been completed (see application form).

3. The maximum award per application is $500. An individual may apply twice per academic year.

4. Original travel receipts must be submitted to Cory Paulsen, Financial Administrator, for reimbursement. Please note that the Department cannot process reimbursements for expenses older than 60 days.