CONFERENCE FUNDING GUIDELINES

The History Department wishes to support its students in the important professional activities of conference paper presentation and conference attendance. Please use the application form to request conference funding. Students may also supplement the form with a letter if necessary. Applications should be submitted to Ann Kaufman, Director of Administration, Robinson 200.

Keep in mind the policy and 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, and for individuals attending a major academic conference in their field. Students may apply for conference funding twice per year, once for presenting at a conference and once for attending.

2. Students who are presenting may receive up to $500 for travel in North America; $750 for travel to Europe, Central or South America; $1,000 for travel farther. Students who are attending a conference but not presenting may receive up to $250.

3. Complete the application form with a description of the conference and an estimated travel budget, and submit to Ann Kaufman BEFORE the conference takes place. After the conference, original travel receipts and a completed Universal Expense Form must be submitted to Cory Paulsen, Financial Administrator, for reimbursement. Please note that the Department cannot process reimbursements for expenses older than 60 days.
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:
I approve of the applicant’s attendance at the above conference.

___________________________________________ _________________________________________
SIGNATURE OF ADVISOR SIGNATURE OF APPLICANT