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.

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 fiscal year (July-June) and 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

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 *Non-Employee Reimbursement 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.**

HARVARD UNIVERSITY
DEPARTMENT OF HISTORY
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TEL (617) 495-2556/2545
FAX (617) 496-3425

APPLICATION FOR CONFERENCE TRAVEL FUNDING

STUDENT NAME: _____ **G-YEAR:** _____

PHONE: _____ **E-MAIL:** _____

PLEASE PROVIDE A BRIEF DESCRIPTION OF CONFERENCE, INCLUDING DATES:

WILL YOU BE PRESENTING AT THIS CONFERENCE? YES NO

IF YES, TITLE OF PAPER YOU WILL BE PRESENTING: _____

ESTIMATED TRAVEL COSTS:

FOR ADVISOR:

I approve of the applicant's attendance at the above conference.

_____ _____

SIGNATURE OF ADVISOR **SIGNATURE OF APPLICANT**