Conference Travel Funding Application

The Department of History encourages graduate students to present their research at academic conferences. Pending availability of funds, the History Department will try to partially match Graduate Student Association (GSA) Conference Travel Grants. Departmental funding is not to exceed **50%** of the GSA award.

Students in good standing who are presenting at an academic conference are eligible to apply for a departmental award. Students on Leave of Absence or In-Absentia registration are ineligible. Awards take the form of reimbursement for expenses incurred. Reimbursement requests must conform to accounting and university regulations. Students must submit all travel receipts to GSA within 7 days of the completion of travel. GSA will forward all receipts to the history department as long as the traveler notes that they are receiving funding from their home department. Make sure to note on the GSA Conference Travel Grant Application that you are applying for a department grant. The original receipts then will be sent for history department travel coordinator processing with a memo from GSA stating the amount of GSA's Conference Travel Grant award.

To Apply:

Submit this form and the documents listed below to **both Alesha Carlisle and Dr. Megan Asaka, via email**, before leaving for your trip. Incomplete applications will be denied.
Requests are reviewed and approved by the Director of Graduate Studies in consultation with the GSC.

Name of Student:_____ Date:_____

Conference: _____ Date and

location of conference: _____ Title of

paper: _____ Please attach:

1. Conference travel budget
2. Conference registration confirmation (if available)
3. Brief letter of support from dissertation committee director

For Department Use Only:

History Department Award: $_____
Director of Graduate Studies Approval: _____Date: _____