History Department - Graduate Student Travel Request Form

Date ____________________  Name ___________________________

Date of Trip ____________________

Destination(s) ____________________________

Name of Meeting ____________________________

If paper is to be presented, Title of Paper ________________________________

Is the paper/presentation ________ Invited _________ volunteered

Status in program:

______ MA  ________ Pre-qualifying exams  ________ ABD

Expected date of graduation ____________________________

Anticipated Costs:  Source of Estimate or Explanation:

Travel       $_________  _______________________________

Pier diem    $_________  _______________________________

Registration $_________  _______________________________

Misc.        $_________  _______________________________

TOTAL:      $_________

Other Sources of Funding

Source          Amount

_____________ $_________ awarded/requested (circle one)

_____________ $_________ awarded/requested (circle one)

_____________ $_________ awarded/requested (circle one)

_____________ $_________ awarded/requested (circle one)

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List the amount and sources of travel funds received from all departmental University sources during the last twelve months

________________________________________________________________________

________________________________________________________________________
On a separate sheet of paper, please attach the following:

(1) **Paper Abstract**

Give a very brief summary of your paper or presentation. Roughly 50-100 words.

(2) **Personal Statement**

Write a short statement summarizing what you wish to do during your trip and how it will further your academic career. What is the nature of your paper or presentation? How does it fit into your larger scholarly agenda? (A dissertation chapter? A seminar paper?) What other benefits do you hope to gain by making this trip (Meeting with editors? Contacts with other scholars? Nearby research?)

This statement should be no longer than 250 words,

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Note: This is the form that you should submit to *request* travel funds. If we are able to provide you with funds you will be notified by the graduate office. In order to receive funds that have been approved you must:

1. Confirm your travel plans with Kathleen before you travel.
2. Provide receipts for registration, travel, lodgings. (You will normally receive a per diem for food.) Students who attend conferences must provide proof of registration.