

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

<u>Source</u>	<u>Amount</u>	
_____	\$ _____	awarded/requested (circle one)
_____	_____	awarded/requested (circle one)
_____	_____	awarded/requested (circle one)
_____	_____	awarded/requested (circle one)

* * * * *
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,

.....

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.