

UNIVERSITY OF CHICAGO DEPARTMENT OF HISTORY
GRADUATE STUDENT GRANTS FOR A CONFERENCE PRESENTATION

GUIDELINES

The History Department's travel grants are funded by gifts from the Freehling and Kunstadter families. Grants are decided by History's Fellowships Committee.

History graduate students are eligible to receive up to \$300 for travel to a recognized conference in order to present a paper. You may request funding for two conferences over the course of your graduate career. You decide at which stage to seek reimbursement, i.e., two conferences in a single year, prior to orals in order to gain rhetoric skill, after the proposal to seek responses to a topic's argument or direction, or before entering the job market for professional development.

To receive reimbursement, you complete the following application with relevant documentation: (1) a copy of the conference program as proof that you delivered a paper; (2) **original** airline, train, or car rental, parking, and toll receipts; use mileage figures when driving a private vehicle. For conference costs of less than \$300, the grant will cover only that smaller amount. *Conference fees, accommodations, meals, and additional ground transportation (for students traveling by plane or train) are not covered.* The application is made any time after the completion of the trip and before the end of the quarter in which the trip took place.

Please check one: U.S. Field (Freehling 7-50240) _____ All other Fields (Kunstadter 7-45004) _____

Name _____

Address _____ City/State/Zip _____

Email _____ Field of Study _____

Student ID Number _____ Pick up check (2-6641) _____ Mail check _____

Conference Name _____

Location _____ Conference dates _____

Paper title _____

Total amount requested _____ (Each trip may be for up to \$300.)

After the conference, return this application with following documentation to the History office:

- This cover sheet
- A photocopy of the conference brochure (include the cover page & the page on which your paper is noted).
- Flying:** *Original* receipts issued by the airlines for coach/economy airfare (travel agency itineraries, invoices, or credit card statements are considered invalid by the University Comptroller). To ensure that you have proper documentation, save your boarding pass and submit that with a print-out of a receipt or itinerary that states the price paid for the ticket and the method of payment.
- Driving your own vehicle:** Include parking and toll receipts.
To figure mileage: include date, number of miles, point of origin and destination (MapQuest miles if over 50 miles). Figure mileage at current reimbursement rate found at:
<http://adminet.uchicago.edu/admincompt/finpolic/milerate.shtml>
Mileage reimbursement must not exceed cost of coach airfare. Obtain an Internet quote for coach airfare to destination.
- Rental Vehicle:** include gas, parking, and toll receipts. Optional auto insurance cannot be covered on rental vehicles.

N.B.: *The grant covers only transportation to/from the conference. Conference fees, accommodations, meals, and additional ground transportation (including ground transportation to and from the airport or train station/bus terminal) are not covered.*

I verify that I attended the conference noted above and delivered the paper indicated on the enclosed conference brochure.

Student's Signature/Date

Sonja Rusnak, for the Fellowships Committee/Date