

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

GUIDELINES – REVISED AUTUMN 2001

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 travelling 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 _____ All other Fields _____
 Freehling Grant Kunstadter Grant

Name _____

Address _____ City/State/Zip _____

Email _____ Field of Study _____

Social Security Number _____ Student ID Number _____

Conference Name _____

Location _____ Conference dates _____

Paper title _____

Total amount requested _____

N.B.: Each trip may be for up to \$300.
The grant covers only transportation to/from the conference. Conference fees, accommodations, meals, and additional ground transportation 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

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

- A photocopy of the conference brochure (include the cover page & the page on which your paper is noted).
- **Original** receipts issued by the airlines (travel agency itineraries, invoices, or credit card statements are considered invalid by the University Comptroller).
- If driving your own vehicle, include parking and toll receipts, and figure mileage at 48.5 cents per mile _____
- If driving a rental vehicle, include gas, parking, and toll receipts.

Kelly Pollock, for the Fellowships Committee

Date