History Department Travel Award (non-summer)

Must be submitted at least 2 weeks prior to intended travel. Awards will processed as an additional stipend via payroll.*

Please Select One:

1. I have received a $500 Graduate Student Travel Grant to Present Research, and am requesting a top-up (up to $250) to meet additional conference expenses. □
   (Note that if applying for this top-up, the $500 portion is a promise of reimbursement from the Graduate School and therefore you must book your airfare in Concur. Please let us know if you have any questions about this.)

2. I have already exhausted my allotted number of Graduate School awarded conference trips, either for this budget year (1 per budget year) or entirely (three total throughout my entire graduate career), and therefore need department funding for a conference in which I am presenting my research. □

3. I need to consult archives and need funds up to $250.00 to help defray travel or research costs. □
   (*Note that if you are seeking reimbursement for smaller expenses such as photocopying, entrance fees, etc., you need to fill out a separate reimbursement form – the History Department Reimbursement Request Form. You may claim these after returning from your trip by filing an expense report in Oracle Cloud.)

4. I am attending the American Historical Association annual meeting or other conference in my field to network or interview and seek up to $300 in meeting my costs. □

Applicant name: 

Name and location of conference or location of archive(s) 

Intended dates of travel 

Amount requested: 

Please send this completed form to Susan Hilderbrand as a PDF, along with the following attachments:

- A copy of the abstract to be presented, if applicable.
- A copy of the letter accepting your paper for a conference session, or a page from the program that lists your session, if applicable.
- Itemized budget for travel or conference costs. If traveling to archives, use separate reimbursement form for smaller expenses, such as photocopying, entrance fees, etc.