Steps for Applying for Travel Funding

Students should apply for funding to the Department of History as early in the fall semester as possible. Funding levels from the Graduate School, College of Liberal Arts, and Department of History are very limited, especially during spring semester. In addition, there are different requirements and forms for each funding entity. Travel requests submitted in spring are less likely to be funded.

For best results, you should begin this process AT LEAST 8 weeks before the date of the conference.

STEP ONE
Fill out and submit the History Department form, “Student Request for Travel Authorization,” available in the Department office and on the Department website. With this form you must submit an abstract of the paper you plan to present at the conference, and documentation that your paper has been accepted (email confirmation from conference organizers will suffice). You must have signatures from an MA Advisor (if you are an MA student) or the Ph.D. Advisor (if you are a Ph.D. student), and the Department Chair. In this application you must include a budget of estimated travel costs, lodging, food, and any relevant expenses. This application will stay on file in the Department of History.

STEP TWO
After you submit your request to the History Department, seek funding from the Graduate School. See their travel authorization forms online or in the Graduate School office. The Grad School will contact the Department of History to assess your request, and transfer funds if approved.

STEP THREE
Seek funding from the College of Liberal Arts. They do not have an official form, but they require a short statement justifying the travel, explaining the paper you want to present, confirmation that your paper has been accepted, and a budget. Include that you have requested travel funding from the Graduate School. Submit this information to the Secretary in the College of Liberal Arts.

STEP FOUR
IF the Graduate School approves your request, they will contact the Department of History about the amount that has been allocated. The College of Liberal Arts will do the same. If approved, you MUST contact Sun Travel for information on flights, forward that to the Department of History. The Department of History will assist Sun Travel with confirming the flights.

STEP FIVE
The History Department will consolidate this information and try to offset any remaining costs. You will be notified if and when you receive financial assistance.

STEP SIX
After the conference, immediately submit all itemized receipts to the Department of History. The College of Liberal Arts requires that you give them a brief report summarizing the importance of the conference within one month. Contact them for specific details.