

## Clements Department of History Conference and Research Travel Application Form

Applications for support for conference and research travel must be submitted to the **Graduate Coordinator at least three weeks** before departure and approved by the Director of Graduate Studies and the Department Chair **before travel begins. Funding for travel cannot be awarded retroactively.**

Travel expenses will be reimbursed after the travel is completed. **Funding cannot be provided in advance.** Please submit **itemized receipts** to the Graduate Coordinator **within a month** of return from travel. Upon submission of receipts, students should **inform the Graduate Coordinator** of the total amount of funding received from other sources.

To offset departmental funding for conference and research travel, students are **expected to apply for other sources of support.** Opportunities for funding for conference and research travel and other expenses are provided by the Moody School of Graduate and Advanced Studies, the Graduate Student Assembly (GSA), and the Clements Center for Southwest Studies. See the Guidelines for Graduate Study in History for more information.

Depending on the availability of departmental funds, the History Department may award individual students up to \$1000 for travel and research funding in an academic year.

Students must also complete **SMU's Student Certification for Business-Related Travel** form, which can be obtained from and should be submitted to the Graduate Coordinator along with this form.

**Applicant Name:** \_\_\_\_\_

**Date form submitted:** \_\_\_\_\_

**Dates of Travel:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Purpose of Trip (include details such as name of conference, archive, etc.):** \_\_\_\_\_

**I. Provide a summary of TOTAL budget of anticipated costs:**

- Air transportation
- Ground transportation
- Lodging
- Meals
- Conference Registration
- Other (i.e., copy work)

**TOTAL BUDGET: \$** \_\_\_\_\_

2. Indicate amount of funding applied for and/or awarded from other sources (i.e., GSA, Moody School of Graduate and Advanced Studies, Clements Center for Southwest Studies):

3. Amount requested from History Department (Total Budget – Amount requested/approved from other sources = amount requested from History Department)

\*\*\*\*\*APPROVALS\*\*\*\*\*

AMOUNT APPROVED up to (contingent upon funding from other sources) \$\_\_\_\_\_

Director of Graduate Studies\_\_\_\_\_ (date)\_\_\_\_\_

Department Chair: \_\_\_\_\_ (date)\_\_\_\_\_