

LA&PS YUFA CONFERENCE TRAVEL FUND REQUEST/APPROVAL FORM

1 May 2016 – 30 April 2017

DEPARTMENT OF HISTORY

YUFA faculty members (tenure-stream, CLA, SRC, etc. but excluding visiting professors) or those designated Senior Scholars may apply to their units for funding to travel to conferences. **Travel must occur between May 1, 2016 and April 30, 2017.**

YUFA members who are cross-appointed between two departments in LA&PS should apply to the unit that claims more than 50% of their time. Those with a 50-50 split between two LA&PS units should apply to the unit that is identified as their home unit in the ARMs system.

Please submit your signed application form to **Professor Jonathan Edmondson, Chair, Department of History, 2140C Vari Hall.**

DO NOT ATTACH ANY RECEIPTS TO THIS APPLICATION FORM.

APPLICANT NAME		CAMPUS ADDRESS	
RANK		UNIT	
EMAIL		TOTAL REQUESTED	
CONFERENCE TITLE, DATE, LOCATION (INCLUDING COUNTRY). TITLE OF PAPER			
DATE SUBMITTED		APPLICANT'S SIGNATURE	

Nature of Applicant's Participation Please place an 'x' beside the appropriate participation type(s):

- Presenting a Paper/Participating on a Panel
- Chairing a Session
- Attending a Conference (but not Chairing or giving a paper)
- Invited Paper*

*If you are presenting an invited paper, please indicate which, if any, expenses are being covered by the conference organizers/host institution:

Please Note: The Department of History will consider requests for up to \$700 maximum per annum. Priority will be given to colleagues presenting a paper or participating in a panel.

Eligible Expenses

Faculty members may put in claims for travel to the conference location, accommodation, registration fees, and per diem.

Claims for reimbursement of expenses must be submitted within 6 months of return from travel but prior to April 30, 2016.

<u>Department/School Office Use Only</u>	
Application Approved: <input type="checkbox"/>	Total Amount Approved: _____
Application Denied: <input type="checkbox"/>	Reason for denial: _____
Signature of Chair: _____	
Original: To applicant	Copies: Dept/School Dean's Office