# LA&PS YUFA CONFERENCE TRAVEL FUND REQUEST/APPROVAL FORM 1 May 2018 – 30 April 2019

**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, 2018 and April 30, 2019.**

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 Thabit Abdullah, Chair, Department of History, 2140C Vari Hall.**

## DO NOT ATTACH ANY RECEIPTS TO THIS APPLICATION FORM.

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| --- | --- | --- | --- |
| **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 $800 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 15, 2019.

## Department/School Office Use Only

Application Approved: Total Amount Approved:

Application Denied: Reason for denial:

Signature of Chair:

Original: To applicant Copies: Dept/School Dean’s Office