

**TRAVEL SUPPORT APPLICATION FOR GRADUATE STUDENTS
HISTORY DEPARTMENT
UW-MILWAUKEE**

Hard copies of all required documents due to Director of Graduate Studies no later than:

December 1

Instructions

Complete and submit to the Director of Graduate Studies the following items, in hard copy (printed):

- 1) TRAVEL SUPPORT APPLICATION (this document)
- 2) TRAVEL BUDGET (for instructions, see below)
- 3) UNOFFICIAL TRANSCRIPT (printable via PAWS)
- 4) L&S TRAVEL APPROVAL REQUEST FORM
For a blank form, visit: <http://www4.uwm.edu/letsci/faculty/>
- 5) CAMPUS TRAVEL APPROVAL FORM (“UW-Milwaukee Travel Approval Request Form”)
For a blank form, visit: <http://www4.uwm.edu/letsci/faculty/>

Submit all required materials to:

Director of Graduate Studies
History Department
UW-Milwaukee
PO Box 413
Milwaukee, WI 53201-0413

Please Note:

Travel support is exclusively for students currently enrolled in UW-Milwaukee’s History Graduate Program and may only be used to support activities that are directly related to a student’s progress toward earning a graduate degree in history and professional development in the discipline of history. Examples of previously funded requests include 1) research trips required for the completion of a thesis or dissertation and 2) trips to academic conferences, especially when the student has been invited to deliver a paper or make some other kind of formal presentation. Only those expenses that adhere to university travel policies will be reimbursed, and only up to the amount of approved support. UW-Milwaukee’s travel policies can be found here: <http://www4.uwm.edu/bfs/procedures/travel/>. Support is contingent on the availability of departmental funds. Applications shall ideally be submitted for consideration at least three (3) weeks before travel will occur. If any part of your travel is scheduled for the month of May, please notify the History Department Office Manager before your departure, as additional paperwork may be required. A separate application must be submitted for each instance of travel (trip) for which you are seeking support. Reimbursement is exclusively for expenses actually incurred for *completed* travel. Support will not be provided for non-refundable expenses related to cancelled travel. If you are awarded travel support, you will be responsible for drafting a Travel Expense Report (TER) within 30 days of your return. Submit your draft TER and *your original receipts (hard copies)* to the History Department Office Manager. After submission, your TER will be reviewed for accuracy and policy considerations by the History Department Office Manager, the L&S Travel Office personnel, and the UW-Milwaukee Travel Office. The timing of your reimbursement depends on the workload and schedules of those personnel and may take several months.

Student Name (Last, First):

Student ID#:

Requested Amount (not to exceed \$500):

TRAVEL SUPPORT APPLICATION

Student Information

1. Degree Option

M.A.-Option A

M.A.-Option B

M.A.-MLIS

M.A.-Public History Specialization

M.A.-Urban Historical Studies

Ph.D.

2. Are you an employee of the UW-System, UW-Milwaukee, or the State of Wisconsin?
Graduate Assistants, including TAs and PAs, should indicate "Yes."

Yes

No

Travel Information

3. In which of the following terms do you propose to use any travel support monies awarded to you? Please also indicate the relevant year.

Fall _____ Spring _____ Summer _____

4. Indicate the City & State or Country and City (or province, state, etc.) to which you intend to travel:

5. List the names of any organizations or businesses relevant to your travel (examples: Library of Congress, U.S. National Archives, Bogotá Hilton, Latin American Studies Association, British Library, etc.):

Conference Information (relevant only if attending a conference):

6. What is the full name of the conference?

7. Who is the conference organizer (organization or individual)?

8. What is your role at the conference? (Indicate one or more as relevant.)

- a. Paper Presenter
- b. Chair
- c. Comment
- d. Attending the conference without any official, named role
- e. Other. Describe:

9. If you are participating on a panel, what is the title of your panel?

10. If you are presenting a paper or making a presentation of some other kind, what is the title or topic of your paper or presentation?

Justification

11. Explain why you need this travel support money and how it will further your UWM degree and career goals:

Budget

12. Proposed Budget (Separate Page)

Attach to this document a separate printed page with an itemized list of your estimated expenses. Be as detailed as possible. You may include transportation, lodging, parking, registration, meal, taxi, entry/access fees, and any other expenses in your proposed budget that are consistent with university travel policies. (See above.) It is recommended but not required that you make an appointment with the History Department Office Manager to review your budget before submitting your application. You are encouraged to include as complete a listing of your projected total expenses as possible, even if the projected amount exceeds \$500.00.

FOR DEPARTMENT PURPOSES ONLY:

- 1. Amount of Support Approved:
- 2. Approved by (Printed Name, Signature, Date):