

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

**If at all possible, the required documents are due to
Director of Graduate Studies at least 4 weeks before travel.**

Instructions

Complete and email to the Director of Graduate Studies (DGS) the following items:

- 1) TRAVEL SUPPORT APPLICATION (this document)
- 2) TRAVEL BUDGET (for instructions, see below)
- 3) UNOFFICIAL TRANSCRIPT (printable via PAWS)

NOTE: There are two online UWM forms that need to be filled out and submitted for travel - the first is the Travel & Miscellaneous Expense Authorization (TMEA) form and the second is the Travel Expense Report (TER) form. **After your application has been accepted and approved by the DGS**, meet with the History Department staff for instructions on how to fill out the TMEA form. The TMEA needs to be submitted at least 2 weeks **before** you travel. It is meant to give a heads-up to UWM travel approvers of your plans as well as give them an estimate of your expenses. The TER is the form you submit **after** you return from travel for reimbursement of your expenses. The TER must be submitted no later than 90 days after your date of return (no exceptions).

To fill out the online TMEA form, visit: <https://uwm.edu/shared-services/travel-procurement-pcard/tmea-form-process/>. To fill out the online TER form as well as read the UW System travel policies, visit: <https://www.wisconsin.edu/travel/>.

Submit all required materials to the Director of Graduate Studies

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. Support is contingent on the availability of departmental funds. Applications shall ideally be submitted for consideration at least four (4) weeks before travel will occur. 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.

TRAVEL SUPPORT APPLICATION

Student Name (Last, First):

Student ID#:

Requested Amount (not to exceed \$500):

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)

Email the DGS a Word document with an itemized list of your estimated expenses. Be as detailed as possible. You may include transportation, lodging, parking, registration, meals, taxi, entry/access fees, and any other expenses in your proposed budget that are consistent with university travel policies. See <https://www.wisconsin.edu/travel/policies/>
You are encouraged to include a complete listing of your projected total expenses AND other sources of funding for this travel, even if the projected amount exceeds funding limitations.

FOR DEPARTMENT PURPOSES ONLY:

1. Amount of Support Approved:

2. Approved by (Printed Name, Signature, Date):