

Department of Anthropology Graduate Travel Support Information

Students are eligible to apply for a maximum of \$400 per financial year - July 1 through June 30 - (special approval from the graduate director is required for an amount over \$400), for travel to conferences when the student is presenting a paper. Funding is also available for discussants and any listed participation on the conference program at the discretion of the grad program directors. The exact amount funded will be based on allowable expenses--most typically, conference registration, airfare, ground transportation, and lodging, but not including meals or food purchases.

You may submit a request in advance of a conference, but cannot receive funds until after the conference (in other words, this support is based on reimbursement only). You may submit a reimbursement following a conference as well. However, university regulations require special permission for reimbursements after 30 days. For that reason, please submit your receipts within 30 days of your conference.

Students are eligible to receive a maximum of \$1,600 from the Anthropology Department, in support of research and travel over the course of the PhD program in the School of Social Sciences

There are four things you have to do when applying for conference support:

- 1) Fill out the "Anthropology Department Graduate Travel Support Form," which you can find on the FAQ graduate webpage. Email the filled-out form to the Graduate Director.
- 2) Email documentation of your role at the conference for which you are seeking support (a scanned or saved version of the conference program in PDF format is ideal).
- 3) Once your travel support has been approved, forward that approved form to the Anthropology Staff. You will then be set up with a google team drive in which you can submit your conference receipts electronically.
- 4) Save receipts from your conference. When you have returned from your conference, submit these receipts to department staff via your team google drive. As a general rule, receipts should have the date, place, and expense item clearly marked. There should also be a clear link to your bank account or credit card to prove to auditors that you made the expense.