Duke History Department
CONFERENCE SUPPORT AWARD APPLICATION for Pre-ABD Students

ELIGIBILITY: Duke History Graduate students enrolled in the PhD granting program who have not yet passed the Preliminary exam and are attending a conference in any capacity are eligible. Students are limited to one conference travel award per fiscal year (July 1–June 30). Students attending conferences during the academic year must be registered at the time of the conference.

TRAVEL AWARD APPLICATION PROCEDURE: Students must complete and submit the below travel award application and accompanying documentation to their department administrator, DGSA **30 days prior to the start of the conference**.

The application form must be accompanied by a 1) Travel advance form and 2) A brief letter of intent. The department's Director of Graduate Studies must sign the application and indicate the department's commitment to provide support.

TERMS OF THE AWARD: The History Department will provide 100% of the total expense up to $700 for domestic conferences and $900 for international conferences. If the student has received a non-departmental grant for travel, this amount must be deducted from the expense prior to allocations.

REIMBURSEMENT: Save all itemized original expense receipts. **NO ALCOHOL OR SNACK** expenses will be covered. When you return from your trip submit the travel expense form and all receipts to the department's DGSA for completion.

Name _____ DUID _____
Email _____
Conference Name _____
Will you be registered full-time at time of conference? _____ Conference Dates: _____
Have you received a Conference Travel Award in the current fiscal year? _____

Expenses Details:
Registration fee $_____ Airfare $_____ Lodging $ _____ Meals $_____
Total Requested $_____ Other Awards $_____

Student Endorsement: The student is responsible for submitting all receipts and the travel expense form to the DGSA as soon as possible after travel. Failure to comply will prevent the student from applying for future travel conference awards.

Departmental Endorsement:

Director of Graduate Studies _____ Date: _____

Applicant Signature _____ Application Date: _____