

Humanities Conference Grant

The Humanities Division Conference Grant provides up to \$400 in reimbursement for airfare, train or bus fare, car rental, or gasoline (based on mileage), to **doctoral and masters students in the Division of the Humanities who will be presenting a paper at an academic conference (or, for MFA students, in an exhibition)**. No other expenses (i.e., taxis, public transit, parking, food, lodging, conference fees) are covered.

Doctoral students may receive the grant a maximum of **three** times in their graduate careers, but only once in any given academic year (academic years start in Summer Quarter). Master's students may receive the grant a maximum of **one** time in their graduate careers. You are strongly encouraged to verify your eligibility before traveling.

To receive a reimbursement, you need to submit the following materials electronically to humdos@uchicago.edu:

1. A **receipt** which shows the price of the travel and clearly indicates that the amount has been paid. If you cannot submit a ticket stub or an E-Ticket receipt, the process becomes more difficult and it will take longer to get your reimbursement.
 - a. *If you have neither the original ticket stub nor an E-Ticket receipt, you must submit both of the following:*
 - i. *A copy of your credit card statement showing the ticket price (please black out all account numbers).*
 - ii. *A memo stating you are not seeking reimbursement from any other source and that you no longer have either ticket stub or E-Receipt.*
2. A completed **Student Certification for Business Related Travel Reimbursement** form. You should have a faculty member (ordinarily your adviser or DGS) fill out and sign the bottom section. Note that a staff member (e.g., your department coordinator) cannot complete this bottom section; it must be completed by a faculty member.
3. **Proof of participation.** The original program for the conference, showing your name and paper title. An online program is also acceptable and should be sent in PDF format. For conferences with large programs, you may submit a scan of only the title page and the page where your presentation is listed. We may also accept an invitation to participate if you are requesting reimbursement prior to the conference.
4. A completed **Humanities Division Conference Grant Application** form. If you have applied for other funding for the conference, it must be detailed in this form to ensure that you are not receiving funding from two sources for the same expenditures.