

Humanities Conference Grant

The Humanities Division Conference Grant provides up to \$400 in reimbursement for airfare, train or busfare, car rental, or gasoline, to **doctoral 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 expense (i.e. taxis, public transit, parking, food, lodging, conference fees) is covered.

Students can receive the grant a maximum of three times in their graduate careers, and only once in any academic year. You are strongly encouraged to verify your eligibility BEFORE traveling.

To receive reimbursement you need to submit the following materials. We ask that all materials be submitted electronically if possible (scans are acceptable):

- 1) Your current mailing address, to which the check will be sent.
- 2) Your original E-Ticket receipt (or original ticket stub), which shows **the price of the ticket 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.
*If you have neither the original ticket stub nor the E-Ticket Receipt you must submit **both** of the following:*
 - a. A copy of your credit card statement showing the ticket price (please black out all account numbers).
 - b. A memo stating you are not seeking reimbursement from any other source and that you no longer have either ticket stub or E-Receipt. **If you do not submit BOTH of the above items you cannot be reimbursed.**
- 3) 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. Unless the faculty member has a valid electronic signature, it will be necessary to submit either a scan of the signed form or a hard copy.
- 4) 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.

If you are combining the Humanities Conference Grant with another University grant (e.g., departmental or GSA travel funds), please inform our office as well as the other units that will be providing reimbursement.

Without **all** of the above items you cannot be reimbursed. After you have returned from the conference, please send all materials to humdos@uchicago.edu or to the Humanities Dean of Students Office in Walker 111.