**Department of Anthropology**

**Graduate Travel/Research Funds**

**There will be two opportunities to apply per year Oct. 1 and April 1.**

The Department will review all proposals received within one month of these deadlines. Depending on the number of proposals received and the amount of money available in our travel funds, award sizes will vary but will be no more than $500 per student/year.

Please submit your proposal to [April Law](mailto:aphelps@niu.edu?subject=Graduate%20Travel%20Research%20Funds%20Application) .

You should speak with your advisor about other potential funding sources to help pay for the rest of your travel/research expenses.

The graduate school has funding available to attend conferences. Apply at <http://go.niu.edu/GradTravelGrantForm>

**Your proposal to the Department should include the following information:**

Name

ZID

Thesis advisor

Planned graduate date

Title of proposal

Brief description of the proposal (one page)

How will the funds listed in your budget below support this research/conference travel?

Schedule for the proposed research/travel

Budget for the proposed research/travel – please fill out the second page

**Travel Budget**

Please estimate if you are not exactly sure of costs.

Transportation (Airfare or other) USD $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hotel or other lodging USD $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fees/other costs USD $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL ALL USD $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reimbursement checks are sent via snail mail. Please add your current mailing address.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

1. Meals are reimbursed with ORIGINAL receipts only. Your receipts must show mode of payment. If you use a credit card for meals, please submit both the credit card payment receipt and the detailed receipt listing what was ordered.
2. Meals are not per diem for student travel, but exact reimbursement of what was spent.
3. Airfare may be reimbursed before you travel. All other travel expenses (including auto) are reimbursed post-trip.
4. Save all original paper receipts used. Reimbursement always requires details, so be sure ask the vendor for a detailed receipt in addition to your credit card payment receipt.
5. If travel includes conference presentations (panel, poster talk, etc.), you must apply for a travel grant via the Graduate School. The Graduate School travel grant application has hard deadlines, so be sure your [presentation travel request](https://www.niu.edu/grad/_pdf/graduate-student-travel-grant-rfp-application.pdf) is submitted within the submission window.