



To: Department of History Undergraduate and Graduate Students  
From: Benjamin B. Cohen, Professor and Chair  
Re: Travel Funding  
Date: 20 September 2021

Through a generous gift from the Lawrence T. & Janet T. Dee Foundation, the Department of History is able offer financial support for student travel. These funds could be used to supplement or cover costs for research related travel, learning abroad, travel for overseas research, or travel to attend a conference.

How to apply:

Submit a coversheet including: name, date, year (2<sup>nd</sup> year undergrad, MA student, etc.), and contact information (phone and u-mail). Include a description of the travel you plan to undertake (learning abroad program, archive, conference) and how it relates to your History major or degree. Also, include a budget of the planned travel expenses and anticipated dates of travel (please cite airline, hotel, travel, or per diem quotes). Requests will be evaluated on a separate rolling basis for Fall and Spring semester and funded until resources are exhausted. Undergraduates should send requests to Prof. Rebecca Horn, Chair of the Undergraduate Committee (rebecca.horn@utah.edu). Graduate students should send requests to Professor Beth Clement, Director of Graduate Studies (elizabeth.clement@utah.edu). All applications will be subject to final approval by the Chair of the Department of History.

Applications will be evaluated by:

1. The impact the travel will likely have on the student's time and History degree at the U.
2. The relevance of the travel to the student's History degree.
3. The thoroughness and clarity of the application.

Students should use the US Government per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) and/or quotes from airlines or travel websites in their budgets.