

HARVARD UNIVERSITY
Department of Sociology
Travel Grant Claim

Students may apply for up to \$350 in support each fiscal year (July 1 – June 30). If a student is presenting at more than one professional meeting in a year, s/he may apply a second time for support if the \$350 has not been exhausted for that fiscal year. Travel Grant Claims should be submitted only AFTER conference travel is complete.

Name: _____ Date: _____

HUID: _____ SS# _____

US Citizen: ____ Yes ____ No

If no, please fill out Foreign National Information Form, <http://able.harvard.edu/forms/FNIF.pdf> if not already on file in Sociology Finance Office.

Conference Attended: _____

Date & Location of Conference: _____

Title of Paper Presented: _____

Mailing Address for Grant: _____

Amount of Grant (up to \$350): _____ (Please provide documentation of expenses.)

I certify that I participated in the conference named above. I have attached proof of participation (e.g., conference program, letter of acceptance) and documentation of my expenses (e.g., airfare receipt, hotel folio, registration receipt).

Student's Signature _____

Advisor's Signature* _____

*Please return this form to Dotty Lukas in the Sociology Finance Office, WJH 682.
Forms must be received by May 15 to be processed for the fiscal year ending June 30.*

*** Travel grants cannot be processed without appropriate documentation. ***

**An email from your advisor indicating their approval is acceptable.*