

**HARVARD UNIVERSITY**  
**Department of Sociology**  
**Travel Award 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 Award Claims should be submitted only AFTER conference travel is complete.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

HUID: \_\_\_\_\_ U.S. Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_

Conference Attended:

\_\_\_\_\_

Date & Location of Conference:

\_\_\_\_\_

Title of Paper Presented:

\_\_\_\_\_

Mailing Address for Award:

\_\_\_\_\_

Amount of Award (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 awards cannot be processed without appropriate documentation. \*\**

\*An email from your advisor indicating his/her approval is acceptable.