

DEPARTMENT OF HISTORY

Brebner Travel Awards Request Policy

This document establishes policies governing the reimbursement for conference travel expenses for Ph.D. students presenting a paper at a professional conference. The process for approval and reimbursement differs if you are a **Post** or **Pre-MPhil**. **Please note that due to budgetary constraints there may be instances when not all requests are granted.**

For *Post*-MPhil:

- *Post*-MPhil students are eligible to receive up to a total of \$550 from GSAS and the Department of History over the course of the academic year; summer travel counts toward the succeeding year.
 - The department will reimburse up to \$300 for lodging, registration fees, and transportation expenses while GSAS, if approved, will reimburse up to \$250 for transportation expenses only.
- Reimbursement requests will be processed only after GSAS approves the application. This can take as long as 7 weeks after the deadline.
- If for any reason, other than late submissions, GSAS does not approve the Matching Fund Application, the department will reimburse students up to \$300.00 on an annual basis. **If deadlines are not met, the department will not consider students for reimbursement.**
- When requesting approval, an e-mail is to be sent to the DGS, Charles Armstrong (cra10), the Academic Department Administrator, Sean Sawyer (ses18), and the Business Manager, JT DeNicola (jd2091).
- Once approval is granted, students must submit their application and paperwork, in accordance to the set deadlines, to the Financial Assistant, Patricia Morel (pr2297, 854-7003).
- All receipts must be sent to the department within 120 days of the initial expense, otherwise the reimbursable amount may be considered taxable income

For *Pre*-MPhil:

- *Pre*-MPhil students are eligible to receive up to a total of \$300.00 per academic year, for lodging, registration fee, and transportation expenses from the Department of History. GSAS does not support *Pre*-MPhil conference participation.
- When requesting approval, an e-mail is to be sent to the DGS, Charles Armstrong (cra10), the Academic Department Administrator, Sean Sawyer (ses18), and the Business Manager, JT DeNicola (jd2091).
- Once approval is granted, students must submit their application and paperwork, in accordance to the set deadlines, to the financial assistant, Patricia Morel (pr2297, 854-7003).
- All receipts must be sent to the department within 120 days of the initial expense, otherwise the reimbursable amount may be considered taxable income

The following deadlines exist for both **Post** and **Pre-MPhil** requesting travel reimbursement:

Travel Awards Reimbursement Deadlines for Post and Pre-MPhil Students			
<i>Deadlines:</i>	October 17	Feb 18	June 18
<i>Travel Dates:</i>	Sept 1 – Dec 31	Jan 1 – May 19	May 20 – Aug 31

The following is a list of documentation that will be required once your participation in the conferences is confirmed

- Letter of Invitation or Conference flyer
- Completed Application
- DGS Approval (generally by e-mail)

All required documentation must be submitted to the Business Manager, J.T. DeNicola, jd2091@columbia.edu or the Financial Assistant, Patricia M. Morel, pr2297@columbia.edu.