DEPARTMENT OF HISTORY
Brebner Travel Awards Request Policy

This document establishes policies governing the reimbursement for conference travel expenses for History Ph.D. students delivering a paper or a response at a non-graduate student conference. <u>The process for approval and reimbursement differs by your current year since first registration in GSAS (factoring in approved leaves of absence)</u>. Due to budgetary constraints there may be instances when not all requests are granted.

**Applications will only be considered for <u>History</u> Ph.D. students <u>presenting</u> or delivering a response/comment in a professional conference. *Conferences organized by graduate students are normally not eligible, but may be considered if the DGS deems the conference in question worthy of travel support.*

**EALAC-History students (as opposed to History-EALAC students) are not eligible and need to apply to their home department.

For students **in years two through seven** (six if granted advanced standing) since first registration in GSAS:

➢ Students are eligible to receive an *annual* total of $600 from GSAS and the Department of History to reimburse costs of registration fees, lodging, and transportation.
  o The Department will award up to $300 per academic year (the year begins with the Summer deadline).
  o GSAS offers a *matching* award of up to $300, limited to one award per academic year, and two awards during a student's career at Columbia. The award is not guaranteed, and requests are considered on a first-come, first-served basis.
  o Because of the limitations on the GSAS award, students should consider carefully which applications they wish forwarded to GSAS (e.g., the more costly of two conferences during the same year).
➢ **To Apply:** complete the Brebner Travel Award Application Form, available <u>here</u>. **In order to complete your application, you must upload the following documents:**
  o <u>Application for Brebner Travel Funds</u>
  o Letter of Invitation or Conference flyer
  o A realistic budget estimate for expenses that will be incurred
  o <u>GSAS Matching Travel Funds (PDF)</u>
➢ In the event that GSAS denies an application (for reasons other than a missed deadline), the student remains eligible for a Departmental award.
➢ Reimbursement requests will be processed only after GSAS approves the application. This can take as long as 7 weeks after the deadline. Once approval is granted, students must submit their receipts to the financial assistant.
➢ All receipts must be sent to the department within 10 days of concluding travel or receiving GSAS' award letter

For students in **year one or year eight**:

➢ Students are eligible to receive up to an *annual* total of $300.00 per academic year (the year begins with the Summer
  deadline), for lodging, registration fee, and transportation expenses **from the Department of History only**.
➢➢ Students do not qualify for GSAS travel award for support for conferences that take place during the summer before first registration or during the summer between <u>their first and second years</u>.
➢**To Apply:** complete the Brebner Travel Award Application Form, available <u>here</u>. **In order to complete your application, you must upload the following documents:**
  • <u>Application for Brebner Travel Funds</u>
  • Letter of Invitation or Conference flyer
  • A realistic budget estimate for expenses that will be incurred
➢➢ Once approval is granted, students must submit their receipts to the   financial assistant.
➢➢ All receipts must be sent to the department within 10 days of concluding travel or receiving DGS' approval email.

Students **beyond year eight** are not eligible for the Brebner award.

The following deadlines exist for requesting travel reimbursements for conference attendance:

Travel Awards Reimbursement Deadlines for Conference Attendance			
Deadlines:	**June 15**	**October 15**	**Feb 15**
Conference Attendance Dates:	May 1– Aug 31	Sept 1 – Dec 31	Jan 1 – April 30