FUNDING REQUEST – THINGS TO KNOW

MATERIALS NEEDED
1. ONE copy of the Application
2. ONE copy of the Travel Authorization form

NOT COVERED BY THIS ALLOCATION
(1) Food (Meals, Snacks, Alcoholic and Non-Alcoholic beverages)
(2) Third party reimbursements (per UA Policy)
(3) Honoraria
(4) Stipends (“cash”) for self or others
(5) Technology (iPads, Laptops, TVs, Video Cameras, Photographic Cameras)

IMPORTANT REMINDERS
Please remember that if you are traveling you MUST submit a completed travel authorization form prior to incurring any expense and prior to your departure. No expenses will be reimbursed if no travel authorizations have been submitted prior to departure. For information about per diem rates allowed, pre-travel policies and reimbursement policies, please visit https://history.arizona.edu/pre-travel as well as https://history.arizona.edu/post-travel. Maximum allowable hotel expenses and per diem rates depend on city and dates of visit; by UA FSO policy we cannot award per diem costs that exceed the allowances indexed on their website. Priority will be given to those presenting at conferences.

Submit a Word or PDF version of your application via email to Alison Futrell (afutrell@email.arizona.edu) with a copy to José García (jgarcia3@email.arizona.edu).
## Department of History

### APPLICATION

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<th>[ ] M.A. Student</th>
<th>[ ] Ph.D. Student</th>
<th>[ ] Faculty</th>
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**APPLICATION DATE:** /  / 

### A. APPLICANT

FULL NAME:

- Last Name
- First Name
- M.I.

PHONE: (________) _________ — ______________ [ ] WORK [ ] CELL [ ] HOME

UA E-MAIL ADDRESS: ________________________________

### B. FUNDING PURPOSE

Provide a brief description of how this funding will be used. If appropriate, include the conference name, date(s), and location.

____________________________________________________________________________________

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### C. BUDGET

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**Total Funding Requested** $ 

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**FOR DEPARTMENT USE ONLY**

Application Received On:  /  / 

FUNDING WAS: [ ] APPROVED [ ] DENIED 

Funding approved: $ 

Approver Signature: ________________________________