

Undergraduate Research Funding Request Form

****All ORIGINAL receipts must be submitted for reimbursement within one week of your return date. Failure to submit promptly will hinder chances for future funding.****

First and Last Name

Date of Request

Are you a History Major?

Yes

No

Advisor (must be History Faculty member)

Are you in the History Honors Program?

Yes

No

Classification

Freshman

Sophomore

Junior

Senior

Request:

Be sure to include: purpose of research, location, libraries or archives

Dates of Travel

Budget:
Airfare

Budget:
Hotel

Budget:
Ground Transportation (taxis, ubers, tuk-tuks, camel, horseback rental or other forms of travel NOT airfare)

Budget:
Food/Per Diem - choose either to save all food receipts OR per diem, not both
*to find per diem click [here](#).

Budget:

This section to be used for students requesting funding that does not include a trip or for any research-related expenses during trip: requests for copies, journals, books, printing, conferences, or other research-related expenses, etc.

Total Amount Requested

For reimbursements:

Address of reimbursement recipient

For office use only:

Fund/Org(s)

Approved?

Yes

No