



Department of Anthropology

Schwartz Family Foundation Conference Fund Request 200 - 200

Student Name: _____

Local Address: _____

Local Telephone Number: (_____) _____ - _____ Year of Study: _____

Applicant must be a matriculating Anthropology Ph.D. student to apply.

Conference: _____

Date(s) of Conference: _____

Location of Conference: _____

Presenting a paper? Yes No

REQUIRED: Please attach a paragraph essay regarding your request and include a copy of program, letter or web announcement.

Budget Request:

Conference Registration \$_____ (Exclude membership fees)

Airfare/Train \$_____ Dates of travel: _____
From/To: _____ (attach price quote)
Dates/Times of Travel: _____

Ground Transportation \$_____ Explain _____
If driving to a conference the department mileage rate is .30 per mile for the car owner plus tolls and parking. Other occupants do not qualify for reimbursement – No exceptions. Attach a copy of MapQuest to document number of miles expected.

Hotel Accommodation \$_____ Shared? Yes/Your cost ea. night \$_____ No
All shared accommodations must be split between roommates.
Please list your roommates: _____

Per Diem Meals (\$30 maximum) \$_____ Exclude any meals supplied by conference or others.
Only include the days of your attendance at the conference.

Other: _____ \$_____

Total Request \$_____ (\$1,000 maximum 7/1-6/30 annually)

Please list your lifetime total funding you have received through the Schwartz Fund: \$_____

Limit: Two requests annually from 7/1 – 6/30 and cannot exceed \$1,000 during the fiscal time period.
\$5,000 lifetime maximum.

Awards will be processed through the Graduate School Payroll System (GSPS). Upon 30 days from your return from the conference, a summary of your attendance and a copy of all receipts must be turned in to the department except per diem meals. If you do not attend the conference, you must immediately notify the department registrar's office. In turn your award will be cancelled, thus deducting this amount from any current or future GSPS payments. If you are not currently receiving any funding, a check payable to Yale University in the full amount must be returned to the department office within 5 business days of your knowledge of any changes. A cancellation of attendance will result in previously awarded funds to be deducted from future payments. If expenses exceed the amount approved for, no additional reimbursements will be approved.

Ph.D. Anthropology Graduate Student Signature

Date

Faculty Advisor (primary)

Date

Director of Graduate Studies

Date

Above limits verified by Departmental Registrar: _____ Initials: _____