

## 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. The process for approval and reimbursement differs by your current year since first registration in GSAS (factoring in approved leaves of absence). Due to budgetary constraints there may be instances when not all requests are granted.

**\*\*Applications will only be considered for History Ph.D. students presenting 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 \$550 from GSAS and the Department of History to reimburse costs of registration fees, lodging, and transportation.
  - The Department will award up to \$300 per academic year (the year begins with the Summer deadline).
  - GSAS offers a *matching* award of up to \$250, 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.
  - 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 [here](#). **In order to complete your application, you must upload the following documents:**
  - [Application for Brebner Travel Funds](#)
  - Letter of Invitation or Conference flyer
  - A realistic budget estimate for expenses that will be incurred
  - [GSAS Matching Travel Funds \(PDF\)](#)
- 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 their first and second years.
- **To Apply:** complete the Brebner Travel Award Application Form, available [here](#). **In order to complete your application, you must upload the following documents:**
  - [Application for Brebner Travel Funds](#)
  - 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