**Application Form Travel Fund**

**Conference/Archival Research**

Staff members in tenured (or tenure track) positions who do not have access to substantial designated funds may request a reimbursement of up to € 1000,- (Europe) or € 1500,- (outside Europe) per calendar year for presenting a paper at a conference or for (archival) research purposes.

Only transport, accommodation and conference fees can be reimbursed. Please note that the university makes use of a maximum for accommodation per night as determined by the most recent [‘Tarieflijst logies- en overige kosten’](https://wetten.overheid.nl/BWBR0006914/2019-10-01#BijlageI) by the Ministry of Foreign Affairs.

Please complete this form and send it to history@hum.leidenuniv.nl. You can expect a reply to your request within three weeks after your application has been received. During the summer and winter breaks it can take up to six weeks.

|  |  |
| --- | --- |
| **Name Applicant** |  |
| **Purpose of trip**  | conference/(archival) research |
| **City** |  |
| **Country** |  |
| **Date(s)/Period** |  |

Information about conference (do not fill if applying for (archival) research)

|  |  |
| --- | --- |
| **Title conference** |  |
| **Title paper**  |  |
| **Short summary paper** |  |
| **Expected output (publication plan)** |  |

Information about intended (archival) research (do not fill if applying for conference visit)

|  |  |
| --- | --- |
| **Which archives will you visit?** |  |
| **Research context of visit** |  |
| **What do you hope to find?** |  |
| **Expected output (publication plan)** |  |

**BUDGET**Please specify the expected costs for reimbursement

|  |  |
| --- | --- |
| **Cost of transport (flight, train, etc.)** |  |
| **Accommodation costs** |  |
| **Conference fee** |  |
| **Other (please specify)** |  |
| **TOTAL** | € |
|  |
| **Have you received any subsidy/funding for this trip? If so, from which organization and what amount?** |  |