

Dept of History Request for Subvention and/or Staff Support For Academic Events

Complete this form and submit for funding **20 business days** before the event date

FOR FUNDING SUBMIT TO FACULTY SEMINAR COMMITTEE.

FOR STAFF SUPPORT SUBMIT A COPY TO history-events@ucsd.edu

REQUESTING SUBVENTION FOR LECTURES/SEMINARS/CONFERENCES: SUBMIT TO FACULTY SEMINAR COMMITTEE

PROPOSED BY (NAME):

DATE OF PROPOSAL:

REQUESTING HISTORY FUNDS? YES: ____ NO: ____ IF YES, AMOUNT REQUESTED: _____ P

REQUEST DETAILS

GUEST(S)/PRESENTER(S):

GUEST SPEAKER NAME	TITLE, AFFILIATION	EMAIL	TOTAL COST OF EVENT	HONORARIUM AMOUNT TRAVEL, MEALS

EVENT DATE(S) and TIME(S):

EVENT TITLE:

EXPECTED ATTENDANCE:

ALREADY FUNDED AND/OR POSSIBLE CO-SPONSORS?—PLEASE LIST

FUNDING SOURCE (S) (E.G. DEPT, DAH, PROGRAM, ETC.)	FUNDING AMOUNT(S)	EXPENSES (I.E. TRAVEL, CATERING, PRINTING, HONORARIA, ETC.)

EVENT APPROVAL:

History Speaker/Seminar Funding Faculty Member signature if approved: _____

Amount of funding approved: \$ _____

Distribution: Once signed – return to history-events@ucsd.edu

IF HISTORY DEPARTMENT IS THE MAIN SPONSOR OF THE EVENT, PLEASE ANSWER THE FOLLOWING:

WILL YOUR EVENT REQUIRE A ROOM RESERVED IN H&SS?: YES: _____ NO: _____

REQUESTED ROOM NAME:

WILL YOUR EVENT REQUIRE A ROOM RESERVED ON CAMPUS (IF A COST IS ASSOCIATED, PLEASE LIST LOCATION OF ROOM AND COST):

HOTEL ROOM RESERVATIONS, IF NEEDED; PLEASE LIST DETAILS OF STAY DATES, LOCATION CHOICE (LA JOLLA SHORES, SHERATON, DEL MAR INN, ESTANCIA):

HONORARIUM: YES: _____ NO: _____

APPROVED AMOUNT: \$ _____

CONTACT DETAILS OF HONORARIUM RECIPIENT:

REIMBURSEMENTS: FLIGHT, GROUND, TRANSPORTATION, HOTEL ETC. PLEASE LIST:

DOES YOUR EVENT NEED CATERING?

YES: _____ NO: _____

DO YOU NEED HELP WITH EVENT FLYER & DESIGN?

YES: _____ NO: _____

DISTRIBUTED AROUND CAMPUS? _____

MAILED? _____

ANY OTHER PUBLICITY? _____