Dear DEALL Faculty: When you apply for conference funding please use the sample format below. Replace the red text with your information and complete budget estimate. Please note that for each travel request DEALL can only supply support up to a set departmental standard (negotiated with the College each year). You are encouraged to seek additional funding outside of DEALL. If such funding is (or has been) obtained please indicate it in your letter, or in subsequent communications with Prof. Bender or DEALL financial officer, Kelly Snow.

Dear Mark Bender,

I have had a paper entitled “Tabgach Mythic Entities as Discerned in Silk Road Fabrics from the Northern Wei Dynasty,” on the panel called “Making Things Right with Tabgach Material Culture,” accepted for the International Symposium on Tagbach Culture, at the University of Santa Fe, New Mexico, October 24-25, 2113. I would like to apply for funding from DEALL to use towards the coverage of travel expenses and conference fees. OPTIONAL: I am also seeking funding with the College of Arts and Sciences. My budget is as follows:

Travel:

Estimated roundtrip airfare: $575 (use estimate figure)

Ground transportation from airport to hotel: $40 roundtrip (use estimated figure)

Lodging: $250, 3 nights at the Evergreen Pine Hotel (use estimated figure)

Conference fees: $100

Other:

Total funding request:

Yours truly,

Delgerbat Zoya

Professor of Tagbach, DEALL