

UNIVERSITY OF KANSAS
The Graduate Office

TO MEMBERS OF THE FACULTY:

For the academic year 1939-40 the sum of \$1250 is available to help defray the traveling expenses of members of the faculty who attend meetings of national societies. The Graduate Research Committee has established the following regulations for the distribution of the fund:

- A. A member of the faculty who attends a meeting of a national society and presents, in person, either a research paper which will probably be published or a paper especially requested by the program committee shall be eligible to apply for a grant.
- B. A member of the faculty who is president or other official presiding officer of a national society, or who is secretary of a national society, or who is editor-in-chief of the official journal of a national society, shall be eligible to apply for a grant to attend one meeting of the society during the year.
- C. The maximum of each grant shall be two cents per mile each way with a maximum total of \$50.00 per grant. In no case shall a grant exceed the necessary cost of transportation by railroad (not including pullman). In case several persons travel by private automobile, the total amount granted to all persons traveling in a single car shall not exceed four cents per mile each way.

Members of the faculty desiring grants from this fund must present written requests at the Graduate Office at least one month in advance of the trip. The application so far in advance is made necessary by a law enacted by the Legislature requiring that approval by the Board of Regents of each out-of-state trip be in the office of the State Auditor before the trip is taken.

Applications for grants must be approved by a sub-committee of the Graduate Research Committee. Each application should include a statement giving the following information:

1. Name of organization.
2. Place and date of meeting.
3. Title, brief abstract of contents, and probable place of publication of papers to be presented.
4. Official title if applying for a grant as an officer.

Before payment of an approved grant can be made, the receipts for railroad fare both ways, or other evidence of the cost of transportation, must be presented at the Graduate Office and the proper voucher signed there.

E.B. STOUFFER, Chairman
Graduate Research Committee

October 11, 1939