

UNIVERSITY OF KANSAS
Graduate School
October 1, 1941

TO MEMBERS OF THE FACULTY:

For the academic year 1941-42 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 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 is the round-trip first-class railroad fare by the most direct route with the following limitations: No grant to an individual for a single trip shall exceed \$65.00; if travel is by railroad, the grant shall not exceed the actual cost of transportation (not including pullman); in case several persons to whom grants have been made 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 filed 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. If a research paper, title of paper, brief abstract of contents, and probable place of publication.
4. If an invited paper, title of paper and name of person extending invitation.
5. Office held if application is 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