Global Studies Graduate Students
Applying for Your Thurber Award

Thurber Awards are funded by the estate of the late Professor Clancy Thurber (a founder of Global Studies). Each Global Studies graduate student may, during their time as a GLBL graduate student, apply for research/professional development funding (amount is based on the year you entered the program).

To use your Thurber Award funds, you must first complete your approved research/professional development activity (prior to graduation from the program), and then request reimbursement.

Thurber Award funds are used as professional development funds to enhance your educational experience. Once you’ve determined the viability of your request for funding, with guidance/approval from your advisor:

1. Complete a Thurber Application Form at least 4 weeks before travel/activity is to occur: [https://blogs.uoregon.edu/intldept/forms/](https://blogs.uoregon.edu/intldept/forms/)
2. Return this form (including approval signature by your advisor) to the Global Studies Graduate Coordinator (ociasgrad@uoregon.edu).
3. The graduate coordinator will notify you, when your award has been approved.
4. Upon notification that your application has been approved, complete your travel/activity.
5. Within 1 week completion of travel or activity, submit your receipts to the graduate coordinator for reimbursement.

Applications for the Thurber Award are received on a rolling basis. There are no specific deadlines for application.

RECEIPTS GUIDELINES

1. Must show the traveler's name, complete itinerary/dates of travel, ticket number and payment information.
2. Must show a zero balance. (*If the receipt does not show a zero balance, then both a receipt AND a copy of your bank statement or credit card statement that shows the expense has hit your credit card account.)
3. Must document that the student has paid for service or travel.
4. Must show the total amount paid.
5. An original receipt is required.

TRAVEL GUIDELINES

1. Must be completed before reimbursement can take place.
2. Lodging may be reimbursed, if it takes place at least 90 miles from Eugene, and is for a professional development (business) purpose.
3. If less than 90 miles from Eugene, transportation costs may be reimbursed.
4. Hotel receipts must show actual rate charged per room.

UO will not reimburse for the following:

1. Expenses for family members
2. Insurance on airfare
3. Tips/Gratuity
4. Regular living expenses such as rent, food, transportation costs, etc. incurred while attending the University of Oregon.