

CONCORDIA UNIVERSITY
Faculty of Arts and Science

Application for Student Conference Travel Support

Name _____ I.D. _____

Program/Department (e.g. PhD Biology) _____ E-mail _____

Home address _____ Telephone _____

Conference _____

Conference dates _____ Location _____

Title of Paper/Poster to be presented _____

Have you received previous conference travel support from the Faculty of Arts & Science? Yes No

If yes, please give date and name of conference: _____

You must include with this application:

- a) A letter indicating the purpose of your travel;
- b) A proposed budget;
- c) A letter of support from your departmental chair indicating the amount of travel funds that the department will provide to subsidize your travel (usually \$125 - \$200);
- d) An up-to-date copy of your student record;
- e) A copy of the conference program or itinerary that confirms your participation, or a copy of your letter of acceptance of your paper/poster, if the program is not yet available;
- f) A letter of support from your research supervisor indicating whether they will be providing financial support for your travel from their research funds. If your supervisor is not contributing, they must indicate this in the letter.

Please see reverse side for rates, rules and regulations.

Signature of Applicant _____ Date _____

Please submit this form and supporting documentation to:
Lori Dupuis, Office of the Associate Dean, Research and Graduate Studies,
Faculty of Arts and Science,
AD 430 (Loyola Campus)

Rules and Regulations

1. Applications for travel funding must be submitted prior to attending the conference. Applications after the fact will not be considered.
2. To be eligible, students must be registered in a program at the time of the conference in the Faculty of Arts and Science and be in good academic standing.
3. Undergraduate students may receive **one grant per fiscal year (May 1 – April 30)**.
4. Students registered in a master's program may receive **one grant during the first two years** of their studies (six terms beginning with the first term of admission).
5. Students registered in a doctoral program may receive **one grant per fiscal year, for a maximum of three grants during the first four years of their doctoral studies** (three annual grants over twelve terms, beginning with the first term of admission).
6. All students, undergraduate and graduate, must be presenting a poster or a paper at the conference to be eligible to receive funding. A copy of the conference program or itinerary must be included with this application.
7. Submit your approved expense report and original receipts, including original boarding passes and a copy of the conference program, to the Faculty of Arts and Science Finance and Planning Office (L-AD 308) within thirty days of return from the conference.

Destination	Grant Maximum
Canada, 500 km radius from Montreal (Ottawa, Quebec City, Toronto, etc.)	\$200
Canada, all other destinations	\$300
U.S. (all destinations), Mexico, Caribbean	\$375
All other international destinations	\$500

For information or assistance with submitting an application, contact Ms. Lori Dupuis in the Office of the Associate Dean, Research and Graduate Studies, Faculty of Arts and Science, at 848-2424 ext. 2089 or by email at lori.dupuis@concordia.ca.

For information or assistance with submitting an expense claim, speak to your Chair's office, or call the Faculty of Arts and Science Finance and Planning Office at 848-2424 ext. 2094 or 2097.