

CONCORDIA UNIVERSITY
Faculty of Arts and Science

Application for Student Conference Travel Support

Name _____ I.D. _____

Department/Program _____ 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 subsidize your travel (\$125 - \$200);
- d) A copy of your transcript (supplied by the departmental Chair);
- e) A copy of the conference program or itinerary that confirms your participation;
- f) A letter of support from your supervisor indicating whether they will be providing financial support for your conference travel from his/her research funds. If your supervisor is not contributing financially, this must be addressed in the letter.

Please see reverse side for rates, rules and regulations.

Signature of Applicant _____ Date _____

Please submit this form and supporting documentation to:
Office of Research and Graduate Studies, Loyola, AD 322

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 currently registered in a program 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 MA/MSc/MTM studies (six terms beginning with the first term of admission).
5. Students registered in a doctoral program may receive **one grant per year for a maximum of three grants during the first four years** of their doctoral studies (three during twelve terms beginning with the first term of admission).
6. Students (undergraduate and graduate) must be presenting a poster or a paper at the conference to be eligible. A copy of the conference program or itinerary must be included with this application.
7. Submit your expense report and original receipts, including original boarding passes and a copy of the conference program, to the Faculty of Arts and Science Administrative Services Office (L-AD-506) 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/assistance with submitting an application for funding, call Ms. Lori Dupuis in the Office of Research and Graduate Studies at 848-2424 ext. 2089.

For information/assistance with submitting an expense report, call the Faculty of Arts and Science Administrative Services Office at 848-2424 ext. 2094 or 2097.