

## APPLICATION FOR CONFERENCE TRAVEL SUPPORT

(MUST apply PRIOR to attending the conference)

Limited to 2nd or 3rd Year Faculty's Research Support (FRS) Eligible PhD Students\* only

\* At the time of the Conference Date

Name \_\_\_\_\_ S.I.D. \_\_\_\_\_

Department \_\_\_\_\_ E-mail \_\_\_\_\_

Conference Date (within current fiscal year: **May to April**) \_\_\_\_\_

Conference \_\_\_\_\_

Title of Paper/Poster to be presented \_\_\_\_\_

### REQUIRED PAPERWORK FOR ITEMS 1, 2 & 3:

- |   |                    |
|---|--------------------|
| 1. Conference Notice of Paper/Poster Acceptance                                   | ✓ must be included |
| 2. Conference Itinerary re conference name, date & location only (1-2 pages max.) | ✓ must be included |
| 3. Conference Registration Fees (payment receipt or from website fee notice)      | ✓ must be included |

### COMPLETE INFORMATION FOR THE FOLLOWING:

#### Estimation of Conference Expenses:

- |   |          |
|---|----------|
| a. Economy air/rail fare                                    | \$ _____ |
| b. Meals  | \$ _____ |
| c. Accommodations   | \$ _____ |
| d. Registration Fees (see above)                            | \$ _____ |
| e. Others (itemize)   | \$ _____ |
| 1. Total Estimated Conference Cost                          | \$ _____ |
|   |          |
| 4. Internal Award (School of Graduate Studies, ECSGA, GSA): | \$ _____ |
| 5. Other Sources of funding (from Supervisor):              | \$ _____ |
| 6. Other Sources of funding (i.e. Waived conference fee):   | \$ _____ |
| 7. Amount requested from Conference Travel Support funds:   | \$ _____ |

### REQUIRED APPROVALS:

Supervisor of Eligible FRS PhD Student (print name & sign) \_\_\_\_\_

Department Administrator \_\_\_\_\_

### DEPARTMENT ADMINISTRATOR TO ADDITIONALLY PRINT-OUT THE FOLLOWING WITH APPLICATION:

- |  |                               |
|--|-------------------------------|
| 1. Cumulative Grade Point Average (CGPA):  | ✓ Screenshot must be included |
| 2. Faculty Research Support (FRS) by Term: | ✓ Record must be included     |

Reviewed by **GINA CODY SCHOOL** Budget Office: \_\_\_\_\_

## RULES AND REGULATIONS

1. Applications for travel funding must be submitted prior to attending the conference. Applications submitted after the fact will not be considered
2. The maximum allowance is \$500 per applicant per fiscal year. Travel funds provided by the Gina Cody School are meant to cover travel costs which surpass funding received from other sources to a maximum of \$500 per applicant per fiscal year. (One Conference Travel Support application per year.)
3. For students to be eligible, they must be a Faculty Research Support (FRS) Program Eligible PhD student in their 2<sup>nd</sup> or 3<sup>rd</sup> year at the time of attending the conference. In order to maximize the number of students we can support with the limited funds we have, all other sources of funding (School of Graduate Studies travel Award, ECSGA, GSA, etc.) should be sought out first and declared, when applying for the Conference Travel Support funding.

Conferences typically offer a reduced student rate. Conference site may be reviewed to determine if any other support is provided to attending students.

4. The applicant must be presenting a paper (or a poster) at the conference to be eligible. A copy of the paper acceptance, along with the conference program or itinerary and registration fees must be included with this application.
5. For information and/or assistance with submitting an application for funding, either contact your Department Administrator or Alison Parsons at the Gina Cody School Budget Office @ 4185 (EV2.219).
6. Upon return from the conference, an expense report must be completed and signed by your supervisor. All original receipts and a copy of the award letter from the School of Graduate Studies (if applicable) and other sources of funding, must be attached to the expense report and submitted to Caroline Clayton at the Gina Cody School Budget Office @ 5969 (EV2.217).

### **NB:**

Travel arrangements may be purchased through any other travel agency for a lower or equal fare but only after obtaining a written quotation from one of the University's Official Travel Agencies. This quotation must be submitted with the Expense Report at the time of submission for reimbursement.

Boarding passes are required for all air, bus and train fare expenses.

For the per diem meal, claims for meals not provided at the conference must be justified by the conference program. Additionally, meals provided with the airfare and/or with the accommodation stay, may not be additionally claimed.

When conference related expenses are claimed, the attendee is required to provide a copy of the attendance itinerary and the registration form.