

Doctoral Consortium Ph.D. Administration Students

Amount: \$500.

One (1) request per student for the length of their studies and before the end of the 5th year in the program.

Important

In order to allow for processing time, the application must be received a minimum of one month prior to the date of the workshop.

Rules

- A limited amount of funding is available for PhD Administration students. To allow equitable allocation of the funds available, attendance should be planned, and support requested well in advance of the trip.
- This award is not intended to fully fund the cost of the consortium, but rather to help defray some of the cost. All applications must comply with the travel policies of the University.

Eligibility

Students must be registered in the Ph.D. Administration program and must be within five (5) years of starting their program and must be considered a student in good standing. This award is not applicable to students who have graduated.

Documentation Required: Submit to Ms. Dolores Mosquera phd.jmsb@concordia.ca

- Documentation regarding acceptance to the consortium, organizers and location,
- Stage of progress in the Ph.D. program, indicating entry date and expected time to completion.
- Letter of support from your supervisor.

Please list all allowable expenses in a single table (see example below with potential expenses)

<i>Item</i>	<i>Total amount (Estimated or Actual)</i>	<i>Amount to be charged to JMSB</i>	<i>Amount to be charged to SGS</i>	<i>Amount covered by other sources (e.g., supervisor)</i>	<i>Remainder-Out of-Pocket</i>
Workshop registration fee					
Flight					
Accommodations					
Meals per diem					
TOTAL					

After the Consortium/ FOR REIMBURSEMENT

Log in to My CU Account

Click on the UNITY link.

Click on My Expense Report and click and proceed.

Please ensure that your expense report claim includes the following documents: All original receipts will be required to be uploaded. *Proof of funding approval from the GPD, boarding passes, travel receipts, conference program featuring your presentation time and paper title, hotel receipts, meal receipts, and conference registration.*

The expense report must be submitted within 10 days after the conference has concluded. If you have any inquiries or concerns regarding your expense reports, feel free to contact us via email at research.jmsb@concordia.ca