

Conference Travel for PhD Administration Students

AMOUNT: \$1,200 per fiscal year (May 1 – April 30)

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

OBJECTIVE:

- Assist student in disseminating their research at high quality conferences
- Increase publications especially in high quality, refereed academic journals
- Reward outstanding student research.

RULES:

- A limited amount of funding is available for Ph.D. Administration students for conference travel. To allow equitable allocation of the travel funds available, conference attendance should be planned, and support requested well in advance of the trip. Please note that the University does not fund more than one author (sole presenter) from university funds,
- This award is not intended to fully fund the cost of the conference travel, but rather to help defray some of the cost. All applications must comply with the travel policies of the University.

ELIGIBILITY:

Student must be registered in the Ph.D. Admin. program, and must be within the time limit for completion of their program as specified by the School of Graduate Studies, 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: dolores.mosquera@concordia.ca
Letter of acceptance from the conference organizer indicating the complete name of the conference and the title of the paper,

- Names of co-authors (if any),
- Emailed Letter of support from the supervisor indicating the importance of the conference (to be sent to the Program Office),
- Budget. Details of travel expenses to be incurred for presentation at the conference.

AFTER THE CONFERENCE

For re-imburement, a completed expense report (available from the Program Office) must be accompanied by original receipts (including original boarding passes) and a copy of the conference program indicating your presentation time and paper title will be required for reimbursement for travel, hotel, meals, and conference registration. **Expense Reports should be submitted no later than ten (10) days after the conference is over.**