Graduate Student Travel Application Form

Guidelines:
1. Travel must have taken place before reimbursement
2. Priorities: conference ➔ research ➔ study
3. Students can apply once per year (not once per competition – September 15 or February 15)
4. Students must be in good standing (GPA, GAship, completion of milestones, within normative time)
5. Funding is contingent on distance: Canada (up to $500); USA (up to $600); International (up to $800)

Student Name:________________________________________________

Student ID#:________________________________________________

Reason for travel:________________________________________________

Dates of Travel:________________________________________________

Destination:________________________________________________

Relevance of travel to student's program:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Cost estimates or actuals:
Airfare:________________________________________________
Accommodation:________________________________________________
Conference Registration:________________________________________________
Other: (please specify):________________________________________________
TOTAL:________________________________________________

Endorsement by Supervisor:______________________________
(Name) (Signature)

Student Signature: ________________________ Date: _____________________

Please attach: Abstract
Acceptance letter or copy of program of conference
Original receipts for travel, accommodation and conference registration fees if travel is completed.

Return to: Graduate Programs Administrator