



Student ID	Student Last Name, First Name		
Travel Destination (City, Country)		Departure Date (MM/DD/YYYY)	Return Date (MM/DD/YYYY)

Part 1: Purpose of Travel

Name of Event:

Conference Travel

Supporting Documents included:

- Confirmation of acceptance of conference presentation (mandatory)
- Proof of conference registration payment (mandatory)

Research Travel

I am travelling for the following purpose:

Supporting Documents included (please check):

- Documentation from the organizers that confirms my participation in the trip, if any
- Paid the associated expenses (e.g. registration fee), if any
- Letter of support from my supervisor commenting on the significance of the travel for my research

Part 2: Costs of Travel

Estimate of costs:	Amount (CAD\$)	Description/Particulars
Registration Fees	\$ _____	_____
Transportation (i.e. Airfare and/or Ground)	\$ _____	_____
Accommodation	\$ _____	_____
Meals	\$ _____	_____
Other	\$ _____	_____
Total Estimated Expenses	\$ _____	

This section is mandatory:

Indicate the values and source of any other funding you will receive (i.e., \$500 from supervisor or \$400 from department). **Enter N/A if you will not receive any other funding:**