



FACULTY OF GRADUATE AND POSTDOCTORAL STUDIES
KILLAM CENTRE FOR ADVANCED STUDIES
2-29 TRIFFO HALL

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Student ID	Student Last Name	Student First Name
Travel Destination (City, Country)	Departure Date (MMM/DD/YYYY)	Return Date (MMM/DD/YYYY)
<p>I confirm I am registered full-time in my program at the time of application and at the time of proposed travel, and that I meet all eligibility criteria. I understand my application will be returned if it is incomplete or missing supporting documents.</p>		
Master's Course-Based I confirm I have completed at least two university terms of full-time coursework (grades are final) in my program	Master's Thesis-Based I confirm I have completed my preliminary course work and other prerequisites (approximately 1 st two terms & grades are final) in my program	Doctoral Students I confirm I have completed my preliminary coursework and candidacy exam, & the exam completion date is stated on my UofA transcript

Part 1: Purpose of Travel

Name of Event:

<input type="radio"/> Conference Travel: I am travelling for the following purpose: Mandatory Supporting Documents included (please check): <ul style="list-style-type: none"> <input type="checkbox"/> Confirmation of acceptance of conference presentation <input type="checkbox"/> Proof of conference registration payment <input type="checkbox"/> Up-to-date unofficial UofA Transcript (printed from BearTracks, showing current registration) 	<input type="radio"/> Research Travel: I am travelling for the following purpose: Mandatory Supporting Documents included (please check): <ul style="list-style-type: none"> <input type="checkbox"/> Documentation from the organizers that confirms my participation in the trip, if any <input type="checkbox"/> Paid the associated expenses (e.g. registration fee), if any <input type="checkbox"/> If the above is not available: letter of support from my supervisor commenting on the significance of the travel for my research (must outline dates and location, on UofA letterhead) <input type="checkbox"/> Up-to-date unofficial UofA Transcript (printed from BearTracks, showing current registration)
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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	\$ _____	

Part 3: Other Funding – mandatory to complete, regardless if you are receiving other funding or not

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:**