



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, GAsip, 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

office use only:

Amount Awarded:
