

## **ELIGIBILITY AND INSTRUCTIONS**

Funds are available to **full-time** graduate students who have made presentations of their research at an academic conference. The amount of each reimbursement will not exceed \$500.00 CDN for travel within North America, \$750.00 CDN for travel outside of North America, and \$500.00 CDN for virtual conference registration.

### **Eligibility**

1. Must show written proof that the presentation/poster was accepted by the conference organizers.
2. Must have presented at the conference and must submit a completed Conference Travel Support Fund application to the Graduate Studies within 30 days of travel.
3. Must be a full-time registered student at the time of the presentation at the conference.
4. Master's students are eligible for a maximum of one (1) reimbursement within the first 6 terms of registration.\*
5. Doctoral students are eligible for a maximum of two (2) reimbursements within the first 12 terms of registration.\*

\* If you received support under the previous Conference Travel fund program (pre-2014)  
it will be counted towards the allowances outlined in 4. and 5. (above)

### **Checklist**

A complete Application for Graduate Student Conference Travel Support Fund consists of the following:

- Completed application form, signed by the student, advisor, and graduate coordinator (or department head)
- Written proof of invitation or acceptance from the conference organizers
- Copy of the final conference program
- Signed Conference Travel Support Fund Expense Form
- Original receipts
- Boarding passes, or a copy of the mobile boarding pass
- In addition, please include a photocopy of your complete package, including receipts

### **Claimable Expenses**

1. Transportation: Actual costs incurred (not mileage). These must not exceed economy airfare.
2. Accommodation: Room only; meals and beverages are not covered.
3. Registration fees: Separate costs of conference dinners or party events are not covered.

### **Reimbursement**

Expenses reimbursed for this award cannot be submitted elsewhere for reimbursement. The travel expenses can be reimbursed directly back to the student, or in the case where the student received advanced funding from their research advisor, back to a research grant account. If funds are being reimbursed to a research grant account, the Research Grant Account number must be provided.

**COMPLETED APPLICATION AND SUPPORTING  
DOCUMENTATION SHOULD BE SENT TO  
GRADAWARD@UWINDSOR.CA**

**STUDENT INFORMATION:**

Last Name	First Name	Student ID#
Program	Master's      PhD	UWindsor Email

**CONFERENCE INFORMATION:**

Travel within North America Travel outside North America Virtual Conference	Date of Presentation:	Location:
Paper      Poster	Name of Conference:	

Complete title of paper or other presentation:

Author(s) in order of appearance on paper:

**TRAVEL EXPENSES:**

Total Amount:	Payable to:
Research Grant Account Number (if applicable):	Name of Research Grant Holder/ Principal Investigator:

Signature of Applicant:

**APPLICATION REQUIREMENTS:**

I understand that I must be a full-time registered student at the time of the presentation at the conference.  
 For Master's students: maximum of one (1) reimbursement within the first 6 terms of registration.\*  
 For Doctoral students: maximum of two (2) reimbursements within the first 12 terms of registration.\*  
 I have included a completed application, expense form and all supporting documentation.

\* If you received support under the previous Conference Travel fund program (pre-2014) it will be counted towards the allowances outlined in 4. and 5. (above)

**Recommendations by Research Advisor and Graduate Coordinator (or Department Head)**

**Research Advisor**

Recommended for support      Research Advisor: \_\_\_\_\_

Not recommended *(please explain)*      Signature: \_\_\_\_\_

**Graduate Coordinator (or Department Head)**

Recommended for support      Graduate Coordinator: \_\_\_\_\_

Not recommended *(please explain)*      Signature: \_\_\_\_\_



## GRADUATE STUDENT CONFERENCE TRAVEL SUPPORT FUND EXPENSE FORM

<b>Full Name:</b>	<b>Department:</b>
<b>Departure Date:</b>	<b>Return Date:</b>
<b>Name of Conference:</b>	<b>Destination:</b>

<b>Expenses</b>	<b>Total</b>
Auto/Air/Rail	\$
Taxis/Bus	\$
Hotel	\$
Registration	\$
<b>TOTAL CLAIM in CAD \$</b>	<b>\$</b>

**\*\*\* PLEASE ATTACH ALL ORIGINAL RECEIPTS AS THEY ARE REQUIRED TO RECEIVE REIMBURSEMENT \*\*\***

### **DECLARATION AND AUTHORIZATION:**

I CERTIFY ALL ENTRIES REPRESENT EXPENSES FOR LEGITIMATE CONFERENCE TRAVEL AND DO NOT INCLUDE ITEMS FOR PERSONAL USE OR FOR USE FOR REIMBURSEMENT FROM ANOTHER SOURCE.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Coordinator/Head Signature

\_\_\_\_\_  
Date

**COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION SHOULD BE SENT TO  
GRADAWARD@UWINDSOR.CA**