



Department of Kinesiology, Faculty of Human Kinetics

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**HK Research Fund – Undergraduate Student Research Travel
 Reimbursement Request Form**

It is the intent of the Faculty of Human Kinetics to reimburse undergraduate students who have made presentations of their research at an academic conference. The amount of the reimbursement will not exceed \$500 CAD.

Eligibility:

1. Must be registered as a full-time undergraduate student at the time of the conference presentation.
2. Application for reimbursement must be submitted within 30 days of conference travel.
3. Students are eligible for a maximum of one (1) reimbursement during their undergraduate degree.

Instructions:

Please complete and submit this form via email to the Graduate Program Secretary (shorne@uwindsor.ca) and cc the Associate Dean, Research & Graduate Studies (mcgowanc@uwindsor.ca). The following items must be appended electronically to this form:

- Written proof of invitation or acceptance from the conference organizers.
- Copy of the final conference program (cover and pages containing the student name only).
- Original receipts (including boarding passes, gas, etc.)

Claimable Expenses:

1. Transportation
2. Accommodation
3. Registration fees

Student Name:

Student Signature:

Faculty Advisor Name:

Faculty Advisor Signature:

Date Submitted (DD/MMM/YYYY):

List of Appended Items

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Reimbursement Amount Requested

\$

Reimbursement Amount Issued

\$