



Title: School of Computer Science Student Conference Travel Support Fund Policy

Created: N/A

Revised: June 30, 2019

Approved by:

Graduate Executive Committee: July 31, 2019

School Council: September 27, 2019

Summary

Funds are available to full-time students who are being supervised by computer science faculty and 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, and \$750.00 CDN for travel outside of North America.

Eligibility

1. Must show written proof that the presentation/poster was accepted by the conference organizers.
2. Must be the presenting author at the conference.
3. Must submit a completed Conference Travel Support Fund application to the School of Computer Science, Graduate Secretary, within 30 days of travel.
4. Must be a full-time registered student in a Master's or PhD program at the time of the presentation at the conference.
5. Upon availability of funds, MAC and senior undergraduate students may be considered on a case-by-case basis.
6. Students are eligible for a maximum of one (1) reimbursement within any 12-month period.
7. An additional reimbursement could be given within the same 12-month period if the student presents in a top conference (A-range or Tier I), which shall be evaluated and approved by the graduate coordinator (or school director) on a case-by-case basis.

Checklist

- Completed application form, signed by the student, advisor, and graduate coordinator (or school director)
- Written proof of invitation or acceptance from the conference organizers
- Copy of the final conference program
- Certificate (proof) of attendance
- Signed Conference Travel Support Fund Expense Form (see last page of the application form)
- Original receipts including boarding passes. Please note that credit card receipts may be required.

- Date of last application for travel reimbursement from the School of Computer Science (*if applicable*)
- 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

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 following information is required:

1. The research grant account number
2. The cheque requisition number related to the original expense.

APPLICATION FOR COMPUTER SCIENCE GRADUATE STUDENT CONFERENCE TRAVEL SUPPORT FUND

To be submitted within 30 days after travel has taken place

Please refer to Conference Travel Support Fund Instructions regarding eligibility for reimbursement

Name	Student Number			Date	
Program COMPUTER SCIENCE		Master's	PhD	MAC	Senior Undergrad

Name of Conference:			
Location:	Date of Presentation:	Paper	Poster
Complete title of paper or other presentation:			
Author(s) in order of appearance on paper:			

Travel Expenses			
Total: \$	Payable to	Student	Research Grant
Research Grant Account Number. (if applicable):	Cheque Req. # (for reimbursements to research grants):		
Signature of Applicant: _____			

Confidential Recommendations by Research Advisor and Graduate Coordinator (or Department Head)	
<i>Research Advisor</i>	
<input type="checkbox"/> Recommended for support	
<input type="checkbox"/> Not recommended (please explain)	
Signature: _____	
<i>Graduate Coordinator (or Department Head)</i>	
<input type="checkbox"/> Recommended for support	
<input type="checkbox"/> Not recommended (please explain)	
Signature: _____	

Please refer to the Checklist in the Instructions for a list of documentation to be submitted

COMPUTER SCIENCE GRADUATE STUDENT CONFERENCE TRAVEL SUPPORT FUND EXPENSE
FORM

Please complete all areas of the form that apply

Date: _____

Full Name:	Department:
Destination:	Departure Date:
Name of Conference:	Return Date:

Expenses	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
<i>Date</i>								
Auto/Air/Rail								\$0.00
Taxis/Bus								\$0.00
Hotel								\$0.00
Registration								\$0.00
							CLAIM	\$0.00

***** 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 _____