



Graduate Student Conference Travel Grant Application Form

Student's Last Name	Student's First Name	Student Number / Employee Number
Student's Department	Degree <i>(circle one)</i> MA MEd MHK MSc PhD EdD	Year of Current Degree <i>(circle one)</i> 1 2 3 4 5 6 7
Student's Mailing Address (street, city, province, postal code)		
Student's Email		
Conference Name	Conference Date	Conference Location
Name of paper / workshop / poster session		
I have received a travel grant from the ORE during my current degree: Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, please state value:
<u>List of Travel Expenses:</u> *Note: Use www.xe.com/travel-expenses-calculator/ for foreign exchange rates. Print & attach summary in CAD with receipts. Transportation (airfare, booking fees, taxi etc.) \$ _____ Accommodation \$ _____ Conference registration \$ _____ Meals \$ _____ Other travel expenses: \$ _____ <div style="text-align: right;">Total (<i>DO NOT</i> exceed \$750) \$ _____</div> *Please attach loose receipts to a 8.5x11 paper*		I enclose: <input checked="" type="checkbox"/> <ul style="list-style-type: none"> • abstract of paper <input type="checkbox"/> or outline of poster or outline of workshop • email / letter of invitation <input type="checkbox"/> confirming presentation at a scholarly conference / program • travel expense claim form <input type="checkbox"/> and receipts <p style="text-align: center;"><i>*Please include <u>original</u> receipts*</i></p>
<u>To be completed by supervisor:</u>		
Yes No <input type="checkbox"/> <input type="checkbox"/> The student is first author on the paper/poster/workshop named above. <input type="checkbox"/> <input type="checkbox"/> The conference theme is relevant to the current research or research related to the student's career. <input type="checkbox"/> <input type="checkbox"/> The conference greatly enhances and benefits the student on his/her academic career.		
Signatures		
I hereby certify that the above listed expenses comply with UBC Policy #83 (Travel Policy www.policy.ubc.ca/policy83.htm) and are business-related expenses. (Attach all original receipts, including boarding passes. Photocopied or scanned copies are not acceptable.)		
Student (PRINT)	Signature	Date
Supervisor (PRINT)	Signature	Date