



## 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 <a href="http://www.xe.com/travel-expenses-calculator/">www.xe.com/travel-expenses-calculator/</a> for foreign exchange rates. Print & attach summary in CAD with receipts.  Transportation (airfare, booking fees, taxi etc.)      \$ _____ Accommodation      \$ _____ Conference registration      \$ _____ Meals      \$ _____ Other travel expenses:      \$ _____  <p style="text-align: right;">Total (<i>DO NOT</i> exceed \$750)      \$ _____</p> *Please attach loose receipts to a 8.5x11 paper*	I enclose: <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li>• abstract of paper or outline of poster or outline of workshop <input type="checkbox"/></li> <li>• email / letter of invitation confirming presentation at a scholarly conference / program <input type="checkbox"/></li> <li>• original receipts <input type="checkbox"/></li> </ul>	
I hereby certify that the above listed expenses comply with UBC Policy #83 (Travel Policy <a href="http://www.policy.ubc.ca/policy83.htm">www.policy.ubc.ca/policy83.htm</a> ) and are business-related expenses.		
Student (PRINT)	Signature	Date
<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.		
Supervisor (PRINT)	Signature	Date