UNIVERSITY of GUELPH

Graduate Conference Travel Funding Checklist

Department of Philosophy, March 2018

This is a checklist to make sure your application for departmental funding is complete. (If the trip has not yet occurred, you will not fill out the expense claim part.) Bring this to Pam within 2 weeks of getting your email with the results of your application to the College of Arts.

Name _____ Date _____

Conference date & location _____

Total cost _____

Funded by College of Arts _____

Requested from Department of Philosophy _____

Also include:

☐　　Application that was submitted to College of Arts

☐　　Email from College of Arts stating result of application

When you submit an expense claim to Pam (which you should do along with the above materials, if the trip has already occurred), give her:

☐　　Conference program or schedule

☐　　Bank statement backup if needed to prove payment made

☐　　All receipts

☐　　Airline itinerary AND boarding passes