



Graduate Conference Travel Funding Checklist

This is a checklist to make sure your application for departmental funding is complete to avoid delays in processing and reimbursement.

This checklist must be submitted to Vanessa, Administrative Assistant in Philosophy within 2 weeks of getting your email with the results of your application to the College of Arts.

1. Name: _____
2. Date: _____
3. Conference Date & Location: _____
4. Total Cost: _____
5. Funded by the College of Arts: _____
6. Requested from the Department of Philosophy: _____

The following documents must be submitted with your department application:

1. Application that was submitted to the College of Arts
2. Email from the College of Arts stating results of your application
3. Conference program or schedule
4. Bank statements (only if the receipts do not clearly indicate payment has been made). You can black out all other charges.
5. All receipts
6. Airline itinerary **AND** boarding passes

Please submit the completed checklist to Vanessa Joy, philosad@uoguelph.ca.