### **DESCRIPTION**

Travel grants are awarded to students seeking financial support for traveling opportunities, which serve to enhance their academic and professional profile. **Interested applicants must be member of the GSA during the semester of travel**. ***Once a complete application has been received, the GSA Finance Committee will review it***, and successful applications may be eligible for **up to $500.00** or 30% of non-funded costs. **Applicants may receive funding only once per degree.** Successful applicants will be notified within approximately 30 days of the application deadline. The GSA Finance Committee is responsible for reviewing the applications and awarding any funding.

**Applications are due in the semester in which you have returned from your travel. If travel is *completed* between semesters, a two-week grace period will be granted.**

**Application deadlines are as follows:
S18: August 31, 2018
F18: December 31, 2018
W19: April 30, 2019**

**GUIDELINES**

1. Students applying for a Travel Grant must be attending a conference for academic purposes or travelling for research related purposes. The student’s name must appear on the conference\* agenda, other official document, or for research-related travel, be accompanied by a letter from the advisor or department (this must be on University letterhead with a signature and position), outlining the purpose of travel.
2. Grants will be awarded to students whose trip require the greatest financial outlay and are not based on a first-come/first-serve policy.
3. Only travel, accommodation, and registration (applicable for conferences) costs will be considered. *The GSA will not reimburse for meal costs.*
4. The graduate student must be registered during the semester of application and during the semester of travel.
5. A boarding passes is required for air travel. If alternate modes of transportation are used (e.g., bus or train), proof must be submitted with the application in the form of a ticket and/or receipt.
6. Proof of attendance is required, such as an agenda, brochure, name tag, etc. Please specify if you would like this returned after the audit process.

\*The term “conference” will be applied as broadly as possible to allow students from all faculties to apply for this grant.

Please read and follow the guidelines carefully when applying and respect the decision of the GSA Finance Committee on the outcome of your application.

**APPLICATION PROCEDURE**

Please submit the following documents:

1. Application form
2. Proof of participation (i.e., submission and/or acceptance of abstract, brochure, certificate, research proposal, proceedings, etc.)
3. Original receipts, along with an explanation (please see example on following page), of the following expenses **during** the time period of the conference:
	1. Accommodations (receipt must be under your name)
	2. Travel (boarding pass or receipt).
	3. Registration fees (receipt must be under your name).
4. Photocopies for all expenses covered by other funding sources, if applicable
5. Letter from advisor or department depicting level of expected funds, or lack thereof, from all sources. This letter must be written on an official University letterhead, and signed.

Please submit applications by their respective deadlines by mail or drop-off at the GSA Office, Room 530, UC.

**EXAMPLE of Expense Explanation\***

*Flight from Toronto to Munich & Munich to Toronto (round-trip) June 17 – July 1 $710*

*Train from Munich to Budapest, Vienna, Kitzbuhel, Salzburg and back to Munich $300*

*Accommodations for 5 days of conference in Munich June 18-22 $250 (split between 2 people)*

*Registration fee for conference $500*

\*Note that in this case, the flight, registration fee and accommodations during the conference would be eligible for coverage. The train travel would not be as it is lumped together with sightseeing travel; however, travel to and from airports will be considered.

**IMPORTANT:** Failure to include all required information will result in automatic disqualification. Please note it is not the role of committee members to contact people to find out information on your behalf. All information should be included in the application, as obtained.

|  |
| --- |
| Student Information |
| Student Name: |      |      |      |
|  | Last | First | Middle |
| Student ID Number: |      | Department: |      |
| Phone: |      | Email: |      |
| Conference/ Research Information |
| Title of work presented/research: |      |
| The work is published as:  | Abstract Short paper Original paper Review paper |
| Place of conference/research: |      |
| Dates of conference/research: |      |
| The abstract was or will be presented as (indicate what options apply): | Oral presentation Poster presentation |
| Conference Name:*N/A for research purposes* |       | **Date:** |  |
|  |  |
| Expenses |  |
| Accommodation: |  $      | Expenses to be reported in Canadian dollars and/or based on conversion during period of travel. Please submit proof of conversion if expenses are in a foreign currency.  |
| Registration:*N/A for research purposes* |  $       | All receipts must be in the applicant’s name. |
|  |   |  |
| Transportation: |  $      | Flight (or other) travel expenses. |
| Total Expenses: |  $      |  |
| Other Funding Sources: | - $ | (includes departmental grants, funding from advisor, University travel grants, etc.) |
| Total Shortfall (subtract Other Funding Sources from Total Expenses) | **$** |
| Please state the sources and amount from each source for the funding you have received as noted on the “Other Funding Sources” line:     If you have applied for any other funding not included above, please list the potential sources and amounts below:      |  |
| Have you applied for a GSA Travel Grant previously? (Yes or No)     If yes, please state when, and if any amount was awarded:      |  |
|  |
| **I certify that the above information is true and accurate.** |
|  |
|  |  |
| **Signature:** |  | **Date:** |  |
|  |  |
| **Please submit all documents by mail or drop-off\* at:**The GSA Office, Room 530, UC N.University of Guelph50 Stone Road EastGuelph, OntarioN1G 2W1Canada**\*If the GSA Office is closed, please slide under the door.** |  |
|  |  |
|  |  |
|  |
|  |
|  |