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THE UNIVERSITY OF BRITISH COLUMBIA

Faculty Wide Programs Student Conference Travel Grant

The goal of this grant is to provide financial support to a graduate student who is the first author and presenter of a paper/poster session/workshop at a local/national/international conference.

Eligibility: PhD students in Faculty-wide graduate programs who have reached candidacy and whose degree is not yet conferred are eligible for this award. Graduate student must be first author and presenter at a local, provincial or national/international conference. Graduate students may only receive funding once per degree.

Deadline: Applications are accepted any time but are only processed once a month of the last day of the month.

Maximum coverage: (per degree) as follows:

- Local conferences (lower mainland): $100 (maximum)
- Provincial conferences (within B.C.): $250 (maximum)
- National/international conferences: $500 (maximum)

Eligible costs: Eligible costs include transportation (airfare, booking fees, etc.), accommodation, conference registration, meals, and incidental travel expenses. For information about per diem rates and other eligible travel expenses please see UBC Policy #83 – Travel and Related Expenses (http://www.universitycounsel.ubc.ca/policies/policy83.pdf)

Application steps:

1. Download the **Application form** below and fill out the information.
2. Download the **Travel Expense Claim form** from http://educ.ubc.ca/resources/finance-office.
3. Submit **application form along with supporting documentation** (abstract of paper AND letter of invitation), **Travel Expense Claim form** and **ORIGINAL receipts** to the Faculty Wide Programs Graduate Program Assistant.
4. Faculty Wide Programs check the application to ensure that it meets eligibility requirements and emails student an approval letter.
5. Faculty Wide Programs processes the application.
6. Accounting Office will process the reimbursement form and students will receive funds in 3-4 weeks.

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Faculty *of* Education

Faculty-Wide Graduate Programs
Travel Grant Application Form

Student's Last Name	Student's First Name	Student Number
Student's Department	SIN	Year of Current PhD Degree 1

Student's Mailing Address (street, city, province, postal code)	
Student's Email	Student's Phone

Conference Name	Conference Date	Conference Location

Name of paper / workshop / panel or session

I have received a travel grant from other sources during my current degree: Yes ☐ No ☒	If yes, please state value:

Budget

Transportation (airfare, booking fees, etc.)	$ _____
Accommodation	$ _____
Conference registration	$ _____
Meals	$ _____
Incidental travel expenses	$ _____
Total (*DO NOT* exceed $500)	$ _____

I enclose: ☑

1. **abstract of paper** ☐
   or **outline of poster**
   or **outline of workshop**
2. **email / letter of invitation** confirming presentation at a scholarly conference/program ☐

To be completed by supervisor:

Yes	No	
☐	☐	**The student is first author on the paper/poster/workshop named above.**
☐	☐	**The conference theme is relevant to the current research or research related to the student's career.**
☐	☐	**The conference enhances and benefits the student on his/her academic career.**

Signatures

Student (PRINT)	Signature	Date
Supervisor (PRINT)	Signature	Date