Application for Student Travel Funding

Principles:

You must be approved to present at a conference in order to apply for funding.

Completed applications must be submitted via email a **minimum of 6 weeks** in advance of the conference. Not all applications are guaranteed for funding assistance.

Approval for funding must be received PRIOR to travelling. Applications requesting assistance for travel that has already taken place will be denied.

You are permitted to apply for this specific funding only once per fiscal year (Apr 1-Mar 31). There is a maximum assistance allowance of $500 per person. Funds are limited and will be approved on a first come, first served basis.

Process:

Original receipts for accommodation, meals, registration and transportation must be submitted.

If using e-ticketing, please submit your itinerary showing the full cost of your flight and all original boarding passes.

Receipts must be submitted to the Finance office within one month of your trip.

Expenses not supported by original receipts will not receive reimbursement

Important:
This application is for funding only. You must also request for "missed time" from UGME.

Submit Completed Applications via email to:
tracy.teed@dal.ca

<div align="center">Request for Travel Funding Assistance</div>

Name:_____   Banner ID: <u>B00</u>_____

Address:_____   SIN: _____

City: _____   Postal Code: _____

E-mail:_____   Mail Box: _____

Additional application information:

1. **Reason for the request (paper/poster presentation, workshop presentation).**

   [ ]

2. **List other sources of funding you have applied for including $ amount.**

   [ ]

3. **Scan and submit a copy of the "official" acceptance notice for meeting / conference.**

4. **Submit Completed Applications via email to:**
    Email: tracy.teed@dal.ca
    Tel: 902-494-3232

   Applications must be submitted a minimum of 6 weeks before travel date.

Please provide the budget for your trip:

Return Airfare (location: _____) $_____

Hotel (# of nights x rate)   _____

Meals   _____

Registration   (if applicable)   _____

Transportation (cabs,shuttles,bus)   _____

Total estimated cost $_____

Please provide other sources of funding and amount received/applied for:

<u>Source</u>   <u>Amount</u>
1.
2
3

Total funding applied $_____

Total Cost of trip $_____

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