

GUIDELINES/INSTRUCTIONS FOR THE COMPLETION OF THE CONFERENCE TRAVEL FUND EXPENSE REPORT

The Conference Travel Fund Expense Report must be completed **after returning** from presenting a paper or poster at a conference.

If approved, the cheque will be mailed to the student's mailing address (on the form submitted) and may take approx. 4 weeks to arrive.

Please be sure to include the following:

- Scanned copies of the Original Itemized Receipts (*Please note maximum reimbursement is \$500.00*)
- Completed CONFERENCE TRAVEL FUND EXPENSE REPORT (*Please see reverse of this application for more information*)

Original Itemized Receipt(s)

Itemized receipts are required for all expense reimbursements (credit card slips, and debit card machine receipts are not acceptable).

Original Itemized Receipt includes, but is not limited to, detailed statements for accommodations, details of all meals (including those appearing on hotel statements), bus/train/plane/ferry tickets, and print screens or printable confirmations of on-line expenditures. Credit card slips, and credit card statements alone are not acceptable.

If the original receipts are in the name of the supervisor or anyone other than the undergraduate student, the expenses must be submitted to the Finance Department by that person directly.

Ineligible Expenses

- Alcohol
- Expenditures already or to be reimbursed from another organization or source
- Conference and seminar activities that are considered optional and not included in the conference or seminar pricing (e.g. golfing)
- Tickets and fines (e.g. traffic & parking violations)
- Other expenses per Brock University Finance Policy (See Travel Policy Highlights document for more information)



Faculty of Applied Health Sciences
1812 Sir Isaac Brock Way
St. Catharines, ON, L2S 3A1

If you have any questions before submitting the CONFERENCE TRAVEL FUND EXPENSE REPORT, please contact:

Dr. Kirsty Spence
Undergraduate Associate Dean of Applied Health Sciences
Email: kspence@brocku.ca
Telephone: 905-688-5550, x. 5027

February 26, 2020