



**APPLICATION AND CONFERENCE TRAVEL FUND EXPENSE REPORT CHECKLIST:**

The below check list is a tool to assist you in ensuring you have completed the application and expense report in full. This is for your personal use and does not need to be submitted with the package.

#	Application	Check
1	I am a registered Brock University <b>full-time</b> undergraduate student in a FAHS program at the time of the conference.	
2	I am traveling in connection with my FAHS program to present original, peer-reviewed research (as a result of course work) at an academic conference	
3	My supervisor had confirmed my attendance at the conference and that attending the conference is of direct benefit to my program and research.	
4	My supervisor has agreed to contribute to travel expenses and has identified on the application form what those expenses will be.	
5	I have supplied supporting documentation regarding <b>PROOF OF ACCEPTANCE</b> and <b>PRESENTATION OF AN ACADEMIC POSTER</b> and/or <b>PAPER AT AN ACADEMIC CONFERENCE</b> .  Including: →A copy of the cover of the pamphlet/brochure distributed at the conference; and/or →A copy of the page in the pamphlet/brochure showing my name  This must be attached to the Application for Travel Funds	
#	Expense Report	Check
	Travel is complete...	
1	I have gathered and scanned the appropriate original itemized receipts and documentation to receive the allocated travel funds	
2	Where possible, I have included my supervisor's account number(s)	
3	I am aware that if approved, the cheque will be mailed to the mailing address I provided on the form and it may take approx. 4 weeks to arrive.	
4	I have completed and signed the <b>CONFERENCE TRAVEL FUND EXPENSE REPORT</b>	

5	<p>I have included my complete package (including the application form, attachment of the scanned receipts and pdf of the expense report) in an email to be submitted to <a href="mailto:kspence@brocku.ca">kspence@brocku.ca</a></p> <p>Subject: Completed Conference Travel Fund Report</p> <p>Attention: Dr. Kirsty Spence</p>	
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