



APPLICATION FOR TRAVEL FUNDS

Please complete this application and forward it to the Faculty of Graduate Studies with the appropriate signature from the Program with all documentation and completed Travel & Expense Report form. You must be a registered Brock University full-time Master's student or a registered full-time or part-time Doctoral student at the time of the conference. ***Guidelines/Instructions on the following page.***

Student Number: _____

Name of Student: _____

Program: _____

Brock E-mail: _____

Date of travel including returning date: _____

If you have received travel funds previously as a graduate student, please indicate date: _____

Purpose of Travel: _____

Summary of expected expenses: _____

- You must include a copy of the conference program, letter, or email listing your name and the title of your poster/presentation.
- You must include original receipts made out in your name. Only original receipts in the graduate student's name can be claimed with this claim.

Total cost of travel: \$ _____

Graduate Student's Signature: _____

Date: _____

Brock University protects your privacy and your personal information. The personal information requested on this form is collected under the authority of The Brock University Act, 1964, and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) for the administration of the University and its programs and services. Questions about this collection should be addressed to the Director, Graduate Studies, Brock University, St. Catharines, Ontario, L2S 3A1, 905-688-5550.

To be completed by the Graduate Program Director: *I confirm that the conference is of direct benefit to this student's graduate program.*

Travel expenses paid by the Program and/or Supervisor: \$ _____

Signature of Graduate Program Director: _____

Date: _____

Please see the following page for completion of your Application for Travel Funds and Expense Claim.

Guidelines/Instructions for the Completion of the Application for Travel Funds and Travel & Expense Report

NOTE: The total amount of travel funds will be a combination of funds available from the Faculty of Graduate Studies and the Graduate Program/Supervisor with the account number/s. If the original receipts are in the name of the supervisor/other than the graduate student, the expenses would have to be submitted to the Finance Department by that person.

- **Rental Vehicles:** only gas expenditure is to be claimed.
- When **claiming kilometres**, please indicate the vehicle ownership and passengers and **only the driver** can claim the kilometres on the Travel & Expense Claim.
- For **credit card expenditures**, **original detailed receipts must be included**. Debit card receipts are not acceptable.

A Travel & Expense Report and the Instructions can be found at: <http://www.brocku.ca/finance/faculty-and-staff/forms>. The Application for Travel Funds and the Travel Expense Report must be completed after returning from **presenting a paper or poster at a conference**.

1. The student must be a **registered Brock University full-time Master's student or a registered full-time or part-time Doctoral student** at the time of the conference.
2. The student must be traveling **in connection with a graduate program/department**.
3. The student's department/supervisor **must confirm the attendance at the conference** and that attending the conference is of direct benefit to the student's program and research.
4. The student must supply supporting documentation regarding **PROOF OF ACCEPTANCE and PRESENTATION OF A PAPER**. A copy of the cover of the pamphlet/brochure distributed at the conference and also a copy of the page in the pamphlet/brochure showing the graduate student's name must be attached to the Application for Travel Funds.
5. The **Graduate Supervisor/Graduate Program is expected to provide partial travel funds**.
6. The Faculty of Graduate Studies will normally pay expenses **up to a maximum of \$300.00** provided appropriate documentation and receipts are submitted and **other sources of funding are available**.
7. When travel is complete, the student must **submit appropriate original receipts and documentation to receive the allocated travel funds**.
8. A student will **not normally receive funds more than once per fiscal year**.
9. The **complete package including all documentation with the Application for Travel Funds and Travel & Expense report with graduate program/supervisor's account number/s listed may then be submitted to the Faculty of Graduate Studies**. The Faculty of Graduate Studies office is located at: MC D250.
10. If you have any questions before completing the Travel Funds application or Travel and Expense Report form, please call or email Joanne Kremble at jkremble@brocku.ca or call 905-688-5550, ext. 5207.