



## M.A Social Justice and Equity Studies

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### **Request for Reimbursement Graduate Student Research Expenses & Conference Presentations**

Students in the MA in Social Justice and Equity Studies are eligible to receive:

- a maximum of \$60.00 for research expenses, which includes books, technology, research participant expenses, etc.
- a maximum of \$100.00 for expenses incurred when presenting at a conference.

Students may receive research expense reimbursement once at any time throughout the course of their degree. Students may apply for conference expense reimbursement more than once, but if SJES travel funds are limited, priority will be given to first-time applicants.

Students must provide receipts that show payment has been made. For conference presentations, students must also include documentation that proves they were presenters at the conference, along with receipts and boarding passes.

#### **TO BE COMPLETED BY STUDENT:**

Student name:

Student ID number:

Expenses being submitted:

Date expense incurred:

Date of submission:

Describe the documentation attached:

Complete mailing address:

#### **TO BE COMPLETED BY ADMINISTRATIVE STAFF:**

Appropriate documentation received:

Cheque Requisition sent to Finance:

Copy in budget binder:

Copy in student file:

Recorded in database:

Confirmed with student: