

Guidelines and procedures for applications for reimbursement of expenses incurred by graduate and doctoral students to participate in a conference:

The Graduate Studies Scholarships, Assistantships and Awards Committee has allocated funding to support graduate who are presenting their thesis research at scholarly conferences.

The following conference related expenses are eligible for reimbursement:

- . transportation costs
- . accommodations
- . conference registration

Master's students are eligible for a one-time only allocation of up to \$250. Doctoral students are eligible to receive up to \$250 per year over a four year period.

To be eligible students must:

1. be registered in a thesis-based Master's program or a doctoral program,
2. have the approval of their thesis supervisor,
3. submit a completed application form along with receipts for approval and reimbursement.

Please note that funding is limited. Applications will be approved subject to funding availability.



**APPLICATION FOR CONFERENCE FUNDING ASSISTANCE
FOR DOCTORAL AND MASTER'S STUDENTS**

Name of Applicant: _____

Mailing Address: _____

Program of Study: _____

Name of Conference: _____

Location of Conference: _____

Date of Conference: _____

Title of Presentation: _____

Expenses Incurred: Please note that expenses eligible for reimbursement must be accompanied by the appropriate receipt(s).

Transportation: _____

Registration: _____

Accommodations: _____

The maximum allowable amount for an individual student is \$250.00.

Have you applied for funding from another source? Yes ____ No ____

If yes, have you been awarded funding? Yes ____ No ____
Amount _____

Signature of Applicant

I confirm that the above named student has presented her/his Master's thesis or Doctoral dissertation research at _____.

Signature of Supervisor