**TMC Network Travel Stipend: Pre-Approval Application Form**

Please complete the following information to apply for pre-approval and include a **written explanation** (250 words max) indicating how the TMC Network Travel Stipend will assist you. Please send all information at least **6 weeks prior** to the scheduled Network event or activity to the following e-mail address: tmc@msvu.ca

|  |  |
| --- | --- |
| Member Name: |  |
| Member Affiliation: |  |
| Event: |  |
| Date of Event: |  |
| **BUDGET** |
| **Travel** (including costs for flights, train, bus, car mileage (km), taxis/airport shuttles, as applicable): |  |
| **Accommodation** (including cost per night and number of nights): |  |
| **Meal per diem** (# of breakfast/lunch/dinner during travel. For travel within Canada, please use the following per diem rates: breakfast, $12; lunch, $16; dinner, $26. For international travel, please use rates applicable to the country outside Canada found at [Travel Directive, Appendix D - Allowances - Module 4 (njc-cnm.gc.ca)](https://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng%22%20/l%20%22s140-tc-tm)):  |  |
| **Other expenses:** |  |
| **Total amount requested** (please indicate currency, e.g., CAD): |  |

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Funding Explanation Included

**Funding Explanation (250 words max)**

*Please write a paragraph below explaining how the TMC Network Travel Stipend will assist you.
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