

**School of Computer Science Graduate Student Conference Travel Support Fund Policy**

Funds are available to full-time graduate students who have made presentations of their research at an academic conference. The amount of each reimbursement will not exceed \$500.00 CDN for travel within North America, and \$750.00 CDN for travel outside of North America.

**Eligibility**

1. Must show written proof that the presentation/poster was accepted by the conference organizers for presentations given on or after October 1, 2016.
2. Must be first author and have presented at the conference.
3. Must submit a completed Conference Travel Support Fund application to the School of Computer Science, Graduate Secretary, within 30 days of travel.
4. Must be a full-time registered student in a Master's or PhD program at the time of the presentation at the conference.
5. Students are eligible for a maximum of one (1) reimbursement within any 12 month period.

**Checklist**

- Completed application form, signed by the student, advisor, and graduate coordinator (or department head)
- Written proof of invitation or acceptance from the conference organizers
- Copy of the final conference program
- Signed Conference Travel Support Fund Expense Form (see last page of the application form)
- Original receipts including boarding passes. Please note that credit card receipts may be required.
- Date of last application for travel reimbursement from the School of Computer Science (*if applicable*)
- In addition, please include a photocopy of your complete package, including receipts

**Claimable Expenses**

1. Transportation: Actual costs incurred (not mileage). These must not exceed economy airfare.
2. Accommodation: Room only; meals and beverages are not covered.
3. Registration fees: Separate costs of conference dinners or party events are not covered.

## **Reimbursement**

The travel expenses can be reimbursed directly back to the student, or in the case where the student received advanced funding from their research advisor, back to a research grant account.

If funds are being reimbursed to a research grant account the following information is required:

1. The research grant account number
2. The cheque requisition number related to the original expense.

Hard copies along with supporting documentation must be submitted to the Graduate Secretary.

**APPLICATION FOR COMPUTER SCIENCE GRADUATE STUDENT CONFERENCE TRAVEL SUPPORT FUND**

To be submitted within 30 days after travel has taken place

Please refer to Conference Travel Support Fund Instructions regarding eligibility for reimbursement

|                             |                |                   |
|-----------------------------|----------------|-------------------|
| Name                        | Student Number | Date              |
| Program    COMPUTER SCIENCE |                | Master's    Ph.D. |

|  |                       |                 |
|--|-----------------------|-----------------|
| Name of Conference:                            |                       |                 |
| Location:                                      | Date of Presentation: | Paper    Poster |
| Complete title of paper or other presentation: |                       |                 |
| Author(s) in order of appearance on paper:     |                       |                 |

| Travel Expenses                                 |  |
|---|--|
| Total: \$                                       | Payable to    Student    Research Grant                |
| Research Grant Account Number. (if applicable): | Cheque Req. # (for reimbursements to research grants): |
| Signature of Applicant: _____                   |  |

| Confidential Recommendations by Research Advisor and Graduate Coordinator (or Department Head)                |  |
|---|--|
| <i>Research Advisor</i>   |  |
| <input type="checkbox"/> Recommended for support<br><input type="checkbox"/> Not recommended (please explain) |  |
| Signature: _____  |  |
| <i>Graduate Coordinator (or Department Head)</i>  |  |
| <input type="checkbox"/> Recommended for support<br><input type="checkbox"/> Not recommended (please explain) |  |
| Signature: _____  |  |

**Please refer to the Checklist in the Instructions for a list of documentation to be submitted**

COMPUTER SCIENCE GRADUATE STUDENT CONFERENCE TRAVEL SUPPORT FUND  
EXPENSE FORM

Please complete all areas of the form that apply

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

|                            |                        |
|----------------------------|------------------------|
| <b>Full Name:</b>          | <b>Department:</b>     |
| <b>Destination:</b>        | <b>Departure Date:</b> |
| <b>Name of Conference:</b> | <b>Return Date:</b>    |

| Expenses      | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday     | TOTAL         |
|---------------|--------|--------|---------|-----------|----------|--------|--------------|---------------|
| <i>Date</i>   |        |        |         |           |          |        |              |               |
| Auto/Air/Rail |        |        |         |           |          |        |              | \$0.00        |
| Taxis/Bus     |        |        |         |           |          |        |              | \$0.00        |
| Hotel         |        |        |         |           |          |        |              | \$0.00        |
| Registration  |        |        |         |           |          |        |              | \$0.00        |
|               |        |        |         |           |          |        | <b>CLAIM</b> | <b>\$0.00</b> |

**\*\*\* PLEASE ATTACH ALL ORIGINAL RECEIPTS AS THEY ARE  
REQUIRED TO RECEIVE REIMBURSEMENT \*\*\***

**DECLARATION AND AUTHORIZATION:**

I CERTIFY ALL ENTRIES REPRESENT EXPENSES FOR LEGITIMATE CONFERENCE TRAVEL AND DO NOT INCLUDE ITEMS FOR PERSONAL USE OR FOR USE FOR REIMBURSEMENT FROM ANOTHER SOURCE.

Student Signature

Date

Graduate Coordinator/Head Signature

Date

