



OFFICE OF THE DEAN

401 Sunset Avenue
Windsor, Ontario,
Canada N9B 3P4
Tel: 519-253-3000 ext. 3010
Fax: 519-973-7068
Email: science@uwindsor.ca

Faculty of Science Travel Fund

Support from the **Faculty of Science Student Travel Fund** will be based on need (determined by availability of other sources of available funding), but can be used in combination with other sources of support from the Faculty of Graduate Studies, the Student Life Enhancement Fund, faculty research support, etc. The funding will be awarded on a rolling basis, and will be provided to the student following the conference and after original receipts and supporting documentation have been submitted.

To receive the funding, students are required to complete the attached application and obtain approval from their Research Advisor **before the conference**. Please submit the hardcopy application to Laura McLean in the Office of the Dean.

Eligibility

1. Must be a full-time registered student at the time of the presentation at the conference.
2. Must complete a Faculty of Science Student Travel Fund application and have it approved in advance of the presentation.
3. Must provide proof that the presentation/poster was accepted by the conference organizers for presentation
4. Must attend the conference and make the presentation.
5. Must also seek other sources of funding including from the Graduate Student Conference Travel Fund or by volunteering at the meeting, etc.
6. Undergraduate students are eligible for a maximum of one (1) reimbursement in 4 years
7. Master's students are eligible for a maximum of one (1) reimbursement in 2 years
8. Doctoral students are eligible for a maximum of two (2) reimbursements in 4 years

Reimbursement

Once the funding request is accepted and conference attended, the student or their Research Advisor must complete the Cheque Requisition Form, complete a Travel Expense Form, and include a copy of the receipts and required documentation after attending the conference. 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

Claimable Expenses

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



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Faculty of Science Student Travel Fund
 To be submitted within at least 30 days before conference.

- International or National conference (up to \$500 per student)
- Regional conference (up to \$250 per student)

Name:		
Email:	Student Number:	Date:
Department:	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Masters <input type="checkbox"/> Ph.D.	

Name of Conference:		
Location:	Date of Presentation:	<input type="checkbox"/> Paper <input type="checkbox"/> Poster
Complete Title of Paper or Poster:		
Authors in order of Appearance on Paper or Poster:		

Estimated Cost of Attendance	
Accommodations (not including meals)	
Travel (not mileage)	
Registration	
Total Cost	

Other Sources of Funding for Conference (Applied or Approved)	Amount
Research Advisor	
University Support (e.g. Graduate Student Conference Travel)	
Support from Professional Organization	
Other (define)	
Total Resources Available	

Travel Fund Request



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Total: \$	(Max.
\$500)	

Signature of Applicant:

Signature of Research Advisor:

Approval by Dean of Science:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
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