



Faculty of Graduate Studies

Travel Grant Regulations

The Faculty of Graduate Studies (FGS) and the Graduate Students' Society (GSS) have established a Graduate Student Travel Grant Fund. The objective of the fund is to support travel to conferences, meetings, workshops, or research activities. This grant is not available for assistance with course required travel. Students are reimbursed for expenses only upon return from travel. The FGS administers this fund, which is distributed on a first-come, first-served basis to eligible graduate students. Priority will be given to first time recipients as long as their applications are received at least two months prior to the month of travel.

Eligibility Criteria - check list:

- You are registered full time in the term in which you plan to travel
- You do not owe outstanding fees to the university
- You have not yet received a travel grant for the current period (April 1—March 31)
- Your supervisor or advisor has signed the travel grant application
- You have included a copy of your letter of acceptance (if presenting a paper/poster)

If you are deemed ineligible or your application is incomplete it will be returned to you.

To Apply:

Fully complete the application and submit it to the Office of the Dean, Faculty of Graduate Studies, Room A207, University Centre, **no more than four months prior to the date of travel**. Applications submitted after travel will not be considered. Only complete applications will be considered.

Award Amounts:

1. A maximum of \$600 to **present a paper/poster** at a conference outside BC, Alberta or Washington State.
2. A maximum of \$400 to **present a paper/poster** at a conference outside of Vancouver, Vancouver Island, or Seattle but within BC, Alberta or Washington State.
3. A maximum of \$300 to be used to **attend** conferences/workshops, or to conduct research outside of Vancouver, Vancouver Island or Seattle.
4. A maximum of \$150 to **present or attend** conferences/workshops or do research in Vancouver, Seattle or on Vancouver Island.

Claiming Travel Expenses:

Upon return from travel, you must submit an original completed and signed travel expense claim form with proof of travel (*original* boarding passes and receipts). The receipts must total the amount for which you have been approved. *Please note that you will not be reimbursed for expenses which have been paid for by other individuals, and departments and faculty members will not be reimbursed by this program.* Travel expense claim forms and instructions can be found on the University of Victoria Accounting Services website: <http://www.uvic.ca/vpfo/accounting/assets/docs/acctpayable/TER.pdf>

Instructions for completing claims can be accessed by clicking 'How to complete this form' in the top right corner of the claim. **Please note that there is a 30 day deadline for submitting claims which will be strictly enforced.**

Cancellations: If you are unable to use the travel grant, please email to fgsschol@uvic.ca. We will cancel your application and re-establish your eligibility to receive a Travel Grant.

Questions? Please call Graduate Studies at 721-8451 or email fgsschol@uvic.ca



University of Victoria

Faculty of Graduate Studies Travel Grant APPLICATION

This section to be completed by the APPLICANT

Student Name: _____

Student #: _____

Dept/School: _____

Email: _____

Address: _____

Phone: _____

Have you ever received a Faculty of Graduate Studies travel grant before?: Yes No

Program Start Date: _____

Conference/Meeting/Research Information:

Name of conference/meeting/research: _____

Location (City/Province/State/Country): _____

Dates of conference/meeting/research: _____

Will you present a paper or poster?* Yes* No

Title of paper or poster: _____

** If yes, proof of acceptance must be attached to this form in order for the application to be processed*

Estimated Expenses:

Transportation: \$ _____

Accommodation: \$ _____

Meals: \$ _____

Registration Fee: \$ _____

Signature of Applicant _____

Date _____

This section to be completed by applicant's SUPERVISOR or GRADUATE ADVISOR

Please note: students will not be reimbursed for expenses paid for by other individuals or departments, and refunds will be paid to students only.

Supporting comments: _____

Is this a group presentation YES / NO? Is this student the representative for the group?

Supporting Comments: _____

Is the applicant receiving any financial support?

From the Department or School? \$ _____

From research grants or other sources? \$ _____

Name of Supervisor/Graduate Advisor _____

Signature _____

(Please print)