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 is grant is not be available for assistance with course required travel. If you are a group presenting, only 1 student may attend. Students are reimbursed for expenses 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.

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, your application 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, in advance of your travel dates. 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, but within BC, Alberta or Washington State.
3. A maximum of $300 to be used to attend conferences/workshops, or to conduct research within and outside of BC Alberta, or Washington State.
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 a 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. Please review the instructions, which can be found on the University of Victoria Accounting Services website at https://web.finance.uvic.ca/forms/index.php#Travel scroll down to the heading “Travel” click on “New Travel Expense Report (Domestic and Foreign)” and follow the instructions on page 3. 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 inform the Office of the Dean, Faculty of Graduate Studies, in writing or by 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
Faculty of Graduate Studies
Travel Grant
APPLICATION

This section to be completed by the APPLICANT

Student Name: ____________________________ Student #: __________________________
Dept/School: ____________________________ Email: ____________________________
Address: ____________________________ Phone: ____________________________

Is this your first Travel application: 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

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)