

# Conference & Research Travel Award Applications for Philosophy Graduate Students – 2017-18 Fiscal Year REIMBURSEMENT PRE-APPROVAL REQUEST FORM

## Information and Guidelines:

**What:** A fund created in the Faculty of Arts and Humanities, Department of Philosophy to partially support travel for graduate students participating in academic conferences and research.

**Amounts:** Up to \$700 will be awarded. [Eligible expenses: transportation, accommodation, registration fees]

**NOTE: The funds awarded to an individual student may fall under the maximum depending on the number of eligible applications received and approved.**

## Eligibility for Funding:

- a. Applicants must be full time students in good standing and enrolled in the Department of Philosophy graduate program at the time of application. Priority will be given to students who are within the funding period and do not hold external grants.
- b. If the funds are to be used for travel to a conference, the student must present a paper at a conference that is relevant to the student's academic research area. Typically, this paper will be accepted on the basis of a peer review selection process. The Department's selection committee will take the justification for travel into account when making its decisions (see list of required attachments on application forms). Please note that commentaries on papers are not eligible for funding.
- c. If applying for travel for research, students must show its relevance to their thesis
- d. Applications must include copies of travel estimates or itineraries that include costs (e.g. from Expedia, airline websites, hotel websites, or travel agency)
- e. **Maximum one award per student per fiscal year (May 1-April 30)**

**Application Dates:** Fall: November 1 (for travel commencing between November 1 and April 30)  
Winter: April 15 (for travel commencing between May 1 and October 31)

**Special Circumstances:** Because of the lead time necessary for financial planning, students are encouraged to submit requests for projects that are not yet finalized (e.g. conference papers not yet accepted). Funding can be granted conditionally. Upon the paper's acceptance, applicants must provide a copy of the acceptance and/or conference program to be reimbursed. Funds may not be redirected if the paper is rejected.

**Selection Committee:** Graduate Chair in consultation with the Area Chairs.

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## Applying for and Claiming Award:

1. Complete and submit the appropriate application form to the Graduate Program Assistant by the Fall or Winter Deadline (**for Conferences – Form A, for Research – Form B**).
2. Award recipients will be notified within three weeks of application deadline.
3. A Graduate Travel Expense Reimbursement Form (see department website or assistant) and original receipts including boarding passes must be submitted within 60 days following the conference/research trip to claim award.
4. Claims will be processed within 2-3 weeks of receipt (assuming forms and receipts are in order).
5. **Do NOT send receipts with application. They must be submitted after travel is approved and completed.**

**FORM A: Philosophy Conference Travel Award Application – 2017-18 Fiscal Year (for Grad Students)**

Applicant’s Name/Program:	(ID: _____)
Date:	
Do you hold an external award? (If yes, identify.)	

**CONFERENCE DETAILS**

Name of Conference:		
Location of Conference:	City:	Country:
Dates of Conference:	From:	To:
Sponsoring Organization:		
Frequency of Conference:		

**PRESENTATION DETAILS**

Title of Presentation:		
Has paper been accepted?	Yes: _____	No: _____

**You must attach (1) a copy of the presentation abstract; (2) a copy of the acceptance for presentation (if decisions have not been made, let us know when you expect to hear from the organizers); and (3) a justification of the importance of this conference for your research.**

**BUDGET**

Conference Registration =	
Travel (include estimates) =	
Accommodations (Meals not eligible) =	
<b>TOTAL =</b>	
<b>AMOUNT REQUESTED =</b>	

**Important: After returning from your trip, a Travel Reimbursement Form must be completed. All original (itemized) receipts will be required to process payment. Boarding passes, in particular, must be submitted with receipts to verify travel.**

**CLAIMANT:**

I certify that all expenses are reasonable and in accordance with University policy and will not be used as claims to other organizations for income tax purposes. Expenses reflect due regard for value for money. Personal expenses have been deducted. Exceptions to policy have been explained in writing.

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
 Print Name                          Signature                          Date

**GRADUATE PROGRAM CHAIR:**

I certify that the expenses are for University purposes only and are in accordance with University policy. Exceptions to the Policy, which are documented by the Claimant, are reasonable under the circumstances.

\_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FORM B: Philosophy Research Travel Award Application – 2017-18 Fiscal Year (for Grad Students)**

Applicant's Name/Program:	(ID: _____)
Date:	
Do you hold an external award? (If yes, identity.)	

**RESEARCH TRIP DETAILS**

Type of research:		
Location of facility (e.g. archive, library, museum, etc.)	City:	Country:
Dates of Travel:	From:	To:
BRIEF DESCRIPTION OF RESEARCH ACTIVITY INCLUDING FACILITY/INSTITUTION AND JUSTIFICATION (I.E. HOW DOES THE TRAVEL ADVANCE YOUR RESEARCH?)		

**BUDGET**

Travel =	
Accommodations (Meals not eligible) =	
TOTAL =	
AMOUNT REQUESTED =	

**Important:** After returning from your trip, a Travel Reimbursement Form must be completed. All original (itemized) receipts will be required to process payment. Boarding passes, in particular, must be submitted with receipts to verify travel.

**CLAIMANT:**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name

Signature

Date