

Kinesiology Graduate Student Travel Award Form

To be completed by award recipient:

Surname, First Name:	Student Number:	Conference Dates (Start - End Date):

A copy of the Award Approval Memo from the Kin Grad Program and all receipts must be attached (stapled) to this form.

- If you have extenuating circumstances and cannot comply with these submission rules and/or deadlines, please contact the Kinesiology Graduate Program Office for more information.
- This award is neither transferable nor can it be used to cover the costs associated with cancelling your presentation/travel.
- You are not eligible to claim expenses that have already been covered by other funding sources. If a portion of an expense has been covered, please indicate the value below in the "non-eligible portion" column of the associated expense.
- Should you be eligible to apply to the SOGS Travel Subsidy (see www.sogs.ca/member-services/financial-support/), please submit the Award Form and receipts a minimum of two weeks prior to the last business day of the term, to allow for the processing of the Kinesiology Graduate Student Travel Award before submitting the SOGS application. The deadline for the SOGS Travel Subsidy is the last business day of the term.
- Original Receipt(s) are to be produced. Should the award(s) not cover the entire receipt value, the Kinesiology Graduate Program Office will stamp the original receipt and return it to you, should you wish claim the expense with another award or with SOGS.

EXPENSES RELATING TO CONFERENCE ATTENDED

- Credit card statements cannot be accepted as a receipt.
- Boarding passes **MUST** accompany all flight receipts. Ensure electronic boarding passes are captured for expense claim prior to boarding, as they will not be available after use.
- Meal and grocery receipts cannot be accepted.

Please list your expense below **in the currency identified on the receipts**. Awards are in Canadian currency; therefore you are asked to convert all foreign/US amounts using the exchange rate at the time the expenses were incurred (see exchange rates on www.uwo.ca/finance).

List and attach **original/electronic** receipts in the following order (please appropriate column in table below):

1. **Conference Registration** (If you **did not** pay registration fees, additional proof of attendance **MUST** accompany this form.)
2. **Travel Expenses** (All flight receipts **MUST** be accompanied by boarding passes.)
3. **Accommodation Expenses** (If your accommodations were shared, you can claim **ONLY** the portion of the bill that you paid.)

Date of Receipt	Conf. Reg'n	Travel	Accom	Receipt Total (in currency on the receipt)	Currency Exchange Rate	Receipt Total (CAD)	Non-eligible Portion (e.g., personal, already reimbursed)	Amount to be Applied to Award (CAD \$)
TOTAL AWARD (CAD)								

I have read the Kinesiology Graduate Student Travel Award Form in its entirety and declare all information enclosed to be accurate and true. I have not claimed full/partial expenses that have been reimbursed by another source. I confirm that I was/am enrolled as a full-time graduate student in the School of Kinesiology at the time of application and during the time of travel.

Signature of Claimant: Date of Claim:

For office use only:		
Award Form Received:	Award Amount (Program Level):	Award Amount (Faculty Level):
Award Processed:	Award ID#:	Processed by: