

## 2021-22 Conference, Research & Small Equipment Award

### Department of Philosophy Graduate Program

The Conference, Research and Small Equipment Award is a fund created by the Faculty of Arts and Humanities' Department of Philosophy to support all registered Philosophy graduate students as they continue to participate in academic conferences, obtain required research materials, and purchase small technical equipment. This fund aims to address the changes in support needed as academic work has largely moved online for the course of the COVID-19 pandemic.

**Award Amount:** up to \$300

**Submission Deadline:** March 1, 2022

**Applicant Eligibility Criteria:**

- ✓ Applicants must be a student in good standing and actively registered in the Department of Philosophy graduate program at the time of expense claim submission.
- ✓ Maximum one award per student for the 2021-22 fiscal year.

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**Eligible Expenses:**

- Travel (flights, bus, train, taxi, accommodations, etc.)
- Conference Registration & Required Membership Fees
- Research Materials (academic books, paper, pens, etc.)
- Small Equipment (webcam, headphones, scanner, printer/cartridges, etc.)

Administrative staff must follow travel/expense reimbursement guidelines permitted by Western's Finance Department. If you are unsure if your expense is eligible, please ask Meghan Magowan ([m.magowan@uwo.ca](mailto:m.magowan@uwo.ca)) or Elisa Kilbourne ([finelb@uwo.ca](mailto:finelb@uwo.ca)).

Expenses must be entirely covered by the \$300 award amount. The award cannot be used to partially fund larger expenses. For example, a receipt for a \$500 monitor will not be approved as it exceeds the maximum award amount.

Graduate students are advised to retain all hardcopy/original receipts.

Receipts for expenses must be dated between May 1, 2021 and March 1, 2022.

**Ineligible Expenses:**

- Internet
- Cell phone/cell phone expenses
- Computers (laptops/desktops/tablets)
- Software

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**To apply for reimbursement under this award, please complete the following and attach all required documents:**

<b>Name:</b>		<b>Student ID:</b>	
<b>Description of Expense:</b>		<b>Date of Expense:</b>	
<b>Checklist:</b> <ul style="list-style-type: none"><li>✓ Attach legible copy of this form and copies of original detailed receipts (bank statements not accepted).</li><li>✓ Assign authority to Meghan Magowan/Elisa Kilbourne in <a href="#">Western Financials</a> to enter expenses (<a href="#">Log in</a> &gt; Expense Reimbursement &gt; Delegate My Expense Entry).</li><li>✓ If expenses are for a conference, submit processing form only once conference has concluded.</li></ul>			

Submit via email to: Meghan Magowan ([m.magowan@uwo.ca](mailto:m.magowan@uwo.ca))