

Graduate Student & Postdoctoral Fellows Conference Travel Award Application

Name: _____

Department: _____

Phone: _____

Email: _____

Program: _____

MSc

PhD

PDF

If applicable, date of most recent travel award application: _____

-- SUCCESSFUL APPLICANTS MUST SUBMIT A HALF PAGE REPORT WITHIN 30 DAYS AFTER THE CONFERENCE ENDS. --

Cost Estimate

(information about allowable expenses is available from your departmental office or online [here](#))

Registration:		
Travel:	Airfare:	
	Taxi, Airport, Bus, etc.	
	Private Auto:	
Accommodations:		
Meals:		
Other Expenses (please list):		
Total:		

Recommended by Program Supervisor

Yes:	No:
Date:	

Amount Recommended:	
MSc ≤\$1,000.00	
PhD ≤\$1,000.00	
PDF ≤\$1,000.00	

Supervisor wishes to provide additional funds to the CoM Travel Award¹:

Yes:	No:
Maximum Allowable Amount:	
CFOAPAL:	

Have you applied for the [U of S Student Travel Award?](#)

(MSc and PhD only)

Yes:	No:
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Comments: _____

Conference

Name:	
Destination:	
Dates:	

Supervisor: _____

Signature: _____

Supervisor

Signature: _____

Applicant

Signature: _____

Department Head

Approval by Assistant Dean, Graduate Studies

Approved Yes No

Comments:

Date:

Amount Approved

Signature: _____

Assistant Dean, Graduate Studies

¹ If selected, the supervisor will be added as an approver on all Concur claims. If total claim exceeds maximum allowable amount supervisor will be contacted prior to submission.