

CONFERENCE TRAVEL AWARD 2012-13

PURPOSE:

This award is intended to ease the financial burden associated with conference travel for supervisors of graduate students and to show on a student's CV. Awards will be granted to students who present original work at a conference and will not be issued to students attending a conference without presenting an abstract.

The department is allotted a total sum of money to spend on travel awards in each academic year therefore approval for an award must be obtained from the Graduate Coordinator prior to the student's attendance at the conference. Preference will be given to students in their funding eligible years (1-2 years of a Master's or 1-4 years of a PhD) however, students beyond funding eligibility may be granted these awards as well.

CRITERIA:

Funding eligible students presenting their own or co-authored work as a paper or poster at a national conference will be awarded \$350. Funding eligible students presenting their own or co-authored work as a paper or poster at an international conference will be awarded \$700. Domestic conferences held at a long distance (such as Alberta or B.C.) may be granted more than \$350 at the Grad Coordinator's discretion. Non-funding eligible students will be awarded \$250 regardless of the location of the conference.

PROCEDURE:

1. **PRIOR TO THE CONFERENCE** – Give the following items to the Graduate Assistant:
 - a) Copy of registration confirmation
 - b) Copy of the abstract to be presented

The Graduate Coordinator will review your documents and if they are acceptable, will approve the award according to the criteria above. You will be notified by email of the value of your award and given further instructions on how to ensure receipt of travel expenses.

2. **AFTER THE CONFERENCE**– Give the **TRAVEL CLAIM FORM**, which includes the Travel Award either as a negative line item or as a Travel Advance, to Laurie Phillips

The award will be deposited directly into your bank account roughly three weeks after the claim form is processed along with the reimbursement for expenses.

If your expenses are greater than the value of your award, you will receive the award as a single payment bank deposit and the remaining expenses as a reimbursement. If your expenses are less than the value you have been awarded, you will receive the actual amount you are claiming as an award.