



See reverse for Travel Policy

**GRADUATE STUDENT  
REQUEST FOR TRAVEL ASSISTANCE**

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Academic Unit: \_\_\_\_\_ (Degree Sought): \_\_\_\_\_

Name of Conference: \_\_\_\_\_

Place: \_\_\_\_\_ Conference Dates: \_\_\_\_\_

Have you been accepted to present a paper/poster?: Yes \_\_\_ No \_\_\_

*If yes, please attach title, abstract, and verification of acceptance.*

**Estimated Travel Expenses:**

Transportation	\$ _____	Lodgings	\$ _____
Taxis	\$ _____	Meals	\$ _____
Registration	\$ _____	Other	\$ _____

TOTAL Expenses \$ \_\_\_\_\_

**RECEIPTS ARE REQUIRED FOR ALL EXPENSES WITH THE EXCEPTION OF MEALS.  
TRAVEL CLAIMS ARE TO BE SUBMITTED WITHIN 10 DAYS OF CONFERENCE END DATE.**

\_\_\_\_\_  
*Applicant's Signature*      \_\_\_\_\_ *Date*      \_\_\_\_\_ *Head's Signature (Absence from Campus)*

Date	Funding Received Before**	Amount Committed	FOAPAL	Approval of Funds
_____	Yes ___ / No ___	_____	_____	_____ <i>Supervisor</i>
_____	Yes ___ / No ___	_____	_____	_____ <i>Department Head (Science &amp; Arts)</i>
_____	Yes ___ / No ___	_____	_____	_____ <i>Dean/Director (or Delegate)</i>
_____	Yes ___ / No ___	_____	_____	_____ <i>Dean of Graduate Studies</i>
_____	Yes ___ / No ___	_____	_____	_____ <i>Graduate Students' Union</i>

**\*\*If yes, indicate number of times.**

**ADMINISTRATORS PLEASE NOTE:** *The signature of the Department Head is required before the travel is undertaken to indicate approval of absence from campus. In addition, the appropriate signatures are required for all funding sources to certify that funds are available.*

Original: with Travel Advance Form or Travel Claim    Copy 1: Dean's Office    Copy 2: Department    Copy 3: Student

*Memorial University protects your privacy and maintains the confidentiality of your personal information. The information requested in this form is collected under the general authority of the Memorial University Act (RSNL1990CHAPTER-7). It is required for the processing of your request and for administrative purposes. If you have any questions about the collection and use of this information, please contact the School of Graduate Studies at 737-2445 or at [sgs@mun.ca](mailto:sgs@mun.ca)*

**TRAVEL POLICY**  
*September 2008*

**SCHOOL OF GRADUATE STUDIES/FACULTY OF SCIENCE**

The applicant must produce verification of active participation in a conference/meeting. Active participation is defined to mean presentation of a paper or poster, chairing a session, or participating in an organized panel discussion which forms part of the program.

Due to budget restraints, applications for travel assistance will only be considered from students who have been accepted to present a paper, poster, etc.

Travel funds may be awarded to attend (i) not more than one conference in the case of a student in a masters program and (ii) not more than two conferences in the case of students in a Ph.D. program.

The Dean of Science allocates up to \$400. The School of Graduate Studies allocates funding as follows: for travel within the Atlantic region, the maximum contribution is \$100; for travel to other parts of Canada and to the U.S., the maximum is \$200; for travel outside of North America, the maximum is \$300.

Travel assistance is normally available after completion of the trip, but an advance can be arranged, if necessary.

**FACULTY OF ARTS**

The Dean of Arts has made an allocation to the School of Graduate Studies travel budget to provide \$250 each for their students. Funding is limited and is on a first-come, first-serve basis. Since this funding is administered by the School of Graduate Studies, students in the Faculty of Arts need not apply through their Dean.

**FACULTY OF MEDICINE**

Full-time and part-time students may apply for graduate travel awards for travel to meetings to present their research. The amount of the award will be up to a maximum of \$400.

Awards may be available once to M.Sc. students and twice to PhD students during the course of their studies and prior to submission of their thesis for examination. The student must be presenting at the meeting. Funds will be disbursed at the discretion of the Associate Dean of Research and Graduate Studies who will seek the advice of the Graduate Studies Committee.

Applications for travel awards will be accepted three times per year: April 1 (for travel up to August 1), August 1 (for travel up to December 1) and December 1 (for travel up to April 1). Applications are to be made on the "Graduate Student Request for Travel Assistance" form available at the Office of Research and Graduate Studies, Faculty of Medicine. A letter of support from the supervisor must accompany the application for travel award award, indicating that the student will be presenting at the meeting.

Applications must be made prior to the travel taking place.

**GRADUATE STUDENTS' UNION**

All graduate students are eligible to receive -- from the GSU -- up to \$250 per masters degree program or up to \$500 per PhD program (with a maximum of \$250 per conference) to aid in conference-related costs. Students may choose to split this amount over several conferences, rather than applying for the entire sum at once. Thus, conference funding may be available more than once during a graduate program. Students are also eligible for up to \$150 of the above amounts for research trips, field trips, conferences at which they are not presenting, workshops, societal meetings or seminar series that are related to their academic program.

Students who are participating in an out-of-province conference are eligible to apply for funding. While assistance is available only after the conference is completed, students should apply for the funding a minimum of four weeks before travel begins. Conference aid from the Graduate Students' Union is not guaranteed and is contingent upon the availability of funds and the submission of a complete application package. For an application package or for more information drop by the GSU general office in GH-2007.

The current version of the Conference Aid Policy is available on the GSU website at: [www.gsumun.ca](http://www.gsumun.ca).

[Graduate Students' Union - GH-2007 Feild Hall, 216 Prince Philip Drive](#)

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[Fax: 737-3395](tel:737-3395)