

Graduate Student Travel Policy - School of Graduate Studies

Updated September 2017

Eligibility:

- Applicants must produce verification of active participation in a conference/meeting. Active participation is defined to mean presentation of paper or poster, chairing a session, or participating in an organized discussion which forms part of the program.
- Due to budget constraints, 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 (1) not more than one conference in the case of a student in a master's program, and (2) not more than two conferences in the case of students in a doctoral program.
- Applications must be made before the travel takes place.

Funding Amounts:

SGS travel funding:

- For travel within the Atlantic region, the maximum contribution is \$200; for travel to other parts of Canada and to the US, the maximum is \$300; for travel outside of North America, the maximum is \$400.
- Full time and part time master's and doctoral students are eligible.

By Faculty/School/ administrative unit (please confirm amounts listed below with your faculty/school/unit):

- The Dean of Science allocates up to \$400 for graduate students in the Faculty of Science.
- The Dean of Engineering and Applied Science allocates \$350 for graduate students in the Faculty of Engineering and Applied Science.
- The Dean of Business Administration allocates up to \$400 for Master's in Science Management and doctoral students in the Faculty of Business Administration.
- The Dean of Humanities and Social Sciences allocates \$250 for graduate students in the Faculty of Social Sciences and Humanities. This funding is administered through the School of Graduate Studies, is limited to one per graduate student, and awarded on a first-come, first-serve basis.
- The Dean of Medicine allocates \$450 for graduate students in the Faculty of Medicine. Funds will be disbursed at the discretion of the Associate Dean (Research and Graduate Studies), Faculty of Medicine.
- The GSU allocates up to \$250 per master's student and up to \$500 per doctoral student (with a maximum of \$250 per conference). Doctoral students may submit a request for approval to receive the entire sum at once. An additional \$50 is allocated for travel outside of Canada. Students are also eligible for up to \$150 of these amounts for research trips, field trips, or conferences at which they are not presenting but are related to their academic programs. **Note, all GSU travel funding is considered needs based.**
- TAUMUN allocates \$50 per master's student and \$100 per doctoral student (2 awards of \$50 - not concurrent).

Application Process:

- Students should become familiar with [Memorial University travel guidelines](#).
- If your destination is outside of Canada, you must comply with [Memorial University safety and security procedures](#).
- Students should submit the [Request for Travel Assistance Form](#), solicit all required signatures, and retain the completed form.
- Students should apply for funding a minimum of four weeks before travel begins, unless otherwise stated in this policy. Earlier requests are advisable if [requesting a travel advance](#).
- Travel assistance is normally available after completion of the trip, but an advance can be arranged, if necessary.
- Once your travel is completed, complete the [Travel Claim Form](#), solicit all required signatures, and submit with necessary receipts and the original Request for Travel Assistance Form to the School of Graduate Studies.
- Travel funding is not guaranteed and is contingent upon the availability of funds and the submission of a complete application package.
- For more information on other funding sources, please contact SGS, GSU, TAUMUN, or the appropriate Faculty.