



Graduate Student Request for Travel Assistance Form

School of Graduate Studies

Adobe Reader, minimum version 8, is required to complete this form. Download the latest version at <http://get.adobe.com/reader>. (1) Save the form by clicking on the diskette icon on the upper left side of the screen; (2) Ensure that you are saving the file in PDF format; (3) Specify where you would like to save the file, e.g. Desktop; (4) Fill in the required data, save and print the file; (5) Send the completed form to [School of Graduate Studies](mailto:sgs@mun.ca); Memorial University of Newfoundland; IIC-2012 (Bruneau Centre Innovation); St. John's, NL A1C 5S7 Canada Fax: 709.864.4702 eMail: sgs@mun.ca

Student Information					
MUN #:	Last Name:	First Name:	Initial:		
Academic Unit:		Degree:			
eMail:		Tel. no.:			
Conference Information					
Name of Conference:			Dates:		
Place:					
Have you been accepted to present a paper/poster?			Yes	No	
<i>If yes, please attach title, abstract, and verification of acceptance.</i>					
Foreign Travel					
If traveling abroad, I have read the Memorial safety and security procedures (see Graduate Student Travel Policy for details).			Yes	No	
Estimated Travel Expenses					
Transportation	\$	Registrations	\$	Meals	\$
Taxis	\$	Lodging	\$	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.					
Signatures					
Student Signature		Date	Head's Signature (Absence from Campus)		
Funding					
Date	Prior Funding*		Amount	FOAPAL	Approval of Funds
	Yes	No			Supervisor
	Yes	No			Department head
	Yes	No			Dean/Director (or Delegate)
	Yes	No			Dean of Graduate Studies
	Yes	No			Graduate Students' Union
	Yes	No			TAUMUN

*If yes, please indicate the 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: Department Copy: Student

Memorial University protects your privacy and maintains the confidentiality of 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 administrative purposes of the School of Graduate Studies. If you have any questions about the collection and use of this information, please contact the Manager – Enrolment and Strategic Initiatives, School of Graduate Studies, at 709.864.2445 or at sgs@mun.ca.