

Graduate Student Conference and Travel Policy – School of Graduate Studies

Effective April 1, 2025

Eligibility:

- Applications must be submitted prior to the conference, and applicants must provide proof of active participation. Active participation is defined as being accepted to present at the conference.
- Conference funding may be awarded to attend not more than 1 (one) conference for a Master's student, and not more than 2 (two) conferences for a PhD student.
- Due to budget constraints, applications for conference and travel assistance will only be considered if funding is available.

Funding Amounts:

SGS Conference and Travel Funding

- Maximum of CAD\$250 per eligible student.
- Active Full-Time and Part-Time Master's and PhD students are eligible.

TAUMUN Funding (as of December 2023)

TAUMUN allocates CAD\$100 per student (one conference for Master's student and two conferences for PhD students, not concurrent), which is paid through SGS. A student must currently work as a GA (Graduate Assistant) or TA (Teaching Assistant) in the present semester, or over the past year.

Application Process:

- You should become familiar with the [University Travel – General Policy](#). If you are travelling overseas, you must additionally comply with the [University Travel Outside of Canada Policy](#).
- You should submit the [Travel Request Form](#) (even if attending a virtual conference) to your academic unit's graduate administrative staff, who will help you compile the travel request package and solicit all required signatures. Please retain the completed travel request package for your records.
- Travel requests that are submitted retroactively (i.e. after you return from the conference) may not be eligible. You should apply for funding a minimum of four weeks before the conference begins.
- Earlier requests are advisable if you are completing a [Travel Advance Form](#) (for transportation and lodging costs only) – please include the travel advance form in your travel request package, as well as the relevant receipts. SGS can only pay a travel advance where there is proof of payment for the amount being requested. Please note that we cannot pay a TAUMUN allocation as an advance.
- Once you return from the conference, complete and sign the [Travel Claim Form](#), attach the necessary receipts and original travel request package, and submit to your academic unit's graduate administrative staff. They will help you compile the travel claim package, solicit all required signatures, and submit to SGS. The travel claim package must be received in SGS no later than 14 days after the conference.
- Conference and travel funding is not guaranteed, and is contingent upon the availability of funds, as well as the timely submission of a complete travel request package.
- For more information on other funding sources, please contact SGS, GSU, TAUMUN, or your academic unit.