

Queen's University School of Environmental Studies

MES CONFERENCE TRAVEL AWARD - *APPLICATION FORM*

Full-time MES graduate students are eligible to apply for one student conference travel award of (\$300 each during the tenure as an MES student). Awards may be used to provide partial support for travel, accommodation, food and registration fees associated with a recognized conference or workshop the student is attending. This award may be used for those students who do not qualify for the Graduate School Student Conference Award. **You must be registered full-time** in the MES program at the time of the conference. Funding for this award is contingent on available funds from the School of Environmental Studies.

RETURN TO: Karen Topping, Rm 3132 Biosciences

PLEASE NOTE:

Apply prior to the conference. Travel Advances are available.

When you return, please complete a Queen's travel expense form with your original receipts (including boarding passes and itinerary for flights). The amount you will be reimbursed will depend on the funds available. Please follow the guidelines at

http://www.queensu.ca/ensc/departement/resources/travelclaims/travel_expense_how_to.pdf

Use the Travel/Expense Advance form at <http://www.queensu.ca/financialservices/forms.html> to report your expenses. Do not include any expenses that have been covered under another form of reimbursement.

Convert all expenses to CDN and indicate exchange rate on form. Proof of conference attendance can be an official receipt and/or a copy of the front page of the program showing dates.

Name	
Student #:	
Queen's Email:	
Title of presentation if applicable	
Title of conference:	
Location:	
Date of conference:	
Estimated cost of trip	
Supervisor/Other contribution	

Please have your **supervisor/advisor** sign confirming that you plan to attend this conference.

Signed:	Date:
Name (please print):	

School Approval: _____ Amount: _____