

Queen's University School of Environmental Studies

GRADUATE SCHOOL CONFERENCE TRAVEL AWARD -APPLICATION FORM

Full-time MES graduate students are eligible to apply for conference travel award funding provided by the School of Graduate Studies. 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. ***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 Graduate Studies.

RETURN TO: Karen Topping, Rm 3132 Biosciences

PLEASE NOTE:

Apply prior to the conference.

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.

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| 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.

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| Signed: | Date: |
| Name (please print): | |

School Approval: _____ Amount: _____