Full-time graduate students\* are eligible to apply for a student conference travel award (CTA). CTA Awards may be used to provide partial support for travel, accommodation, food and registration fees associated with a recognized conference at which the student is presenting an authored or co-authored paper.

This form must be completed and approved by the Graduate Coordonator **PRIOR** to any travelling.

Please attach a copy of the conference agenda (or email acceptance addressed to you) and email completd form to [gradphil@queensu.ca](mailto:gradphil@queensu.ca)

Student Name: **Click or tap here to enter text.**

Student Number: **Click or tap here to enter text.**

Title of Conference: Click or tap here to enter text.

Location: Click or tap here to enter text.

Title of Paper and author(s): Click or tap here to enter text.

Conference start date: **Click or tap to enter a date.** Conference end date: **Click or tap to enter a date.**

**Budget**

|  |  |
| --- | --- |
| Transporation: | $ Click or tap here to enter text. |
| Accommodation: | $ Click or tap here to enter text. |
| Food: | $ Click or tap here to enter text. |
| Registration Fees: | $ Click or tap here to enter text. |
| Miscellaneous: | $ Click or tap here to enter text. |
| **TOTAL:** | **$ Click or tap here to enter text.** |

Total amount requested: $Click or tap here to enter text.

**After you travel**, you will be required to submit all receipts (incl, hotel, meals, taxi, boarding passes, and conference registration fee.) Credit card statements are not permissible.

Please submit documents within 2 weeks of your return to [gradphil@queensu.ca](mailto:gradphil@queensu.ca).

\**You must be registerd as a full-time student at the time of the conference.*

*Office Use only*

Reviewed by Graduate Coordinator  Date Click or tap to enter a date.

Funding amount approved: $ **Click or tap here to enter text.**