

Queen's University School of Environmental Studies

ENVIRONMENTAL STUDIES CONFERENCE TRAVEL AWARD -APPLICATION FORM

Full-time ENSC graduate students are eligible to apply for the ENSC student conference travel award. **MES \$300 during the course of your program; PhD \$600 during the course of your program (presentation of a poster or talk required).** Awards may be used for travel, accommodation, food and registration fees associated with a recognized conference or workshop the student is attending. **You must be registered full-time** at the time of the conference. Funding for this award is contingent on available funds from the School of Environmental Studies. You may also apply for the Graduate School Conference Travel Award for the same conference.

PRINT, COMPLETE FORM and RETURN TO: Paul Bass, 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 and limited to those stated above. Check with your Supervisor or Advisor for reimbursement of any outstanding balance.

Use the Travel/Expense Advance form at <http://www.queensu.ca/financialservices/forms.html> to report your expenses. See Karen for instructions on how to complete this form. Do not include any expenses that have been covered under another form of reimbursement but do include amounts to be covered by a research project on the same form.

Convert all expenses to CDN and indicate exchange rate on form. **Proof of conference attendance is required.** It 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	
Name of Conference	
Location	
Date of Conference	
Estimated Cost of Trip	
Supervisor/Advisor/Other Contribution to Cost	

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

Signed:	Date:
Name (please print):	

School Approval: _____ Amount: _____