

**QUEEN'S UNIVERSITY
DEPARTMENT OF MATHEMATICS AND STATISTICS**

Application for a Conference Travel Award (CTA) Form

Students must be registered full-time in their graduate program to be eligible for a CTA. Although preference will be given to funding eligible* students who will be presenting their own or co-authored paper or poster at a recognized conference, funding may be awarded to students who will not be presenting. Awards are deposited to the student's bank account of record upon return from the conference. **Confirmation of participation will be required before an award will be provided.**

*Year 1 of a one year or years 1 or 2 of two year MSc program and years 1-4 of a PhD program.

The Applicant			
Student:		Student No.:	
Supervisor(s):		Program/Year:	
The Conference			
Conference Name:			
Conference Website:			
Have you discussed your participation at this conference with your supervisor:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you be presenting? <input type="checkbox"/> Yes <input type="checkbox"/> No / If yes <input type="checkbox"/> paper OR <input type="checkbox"/> poster / <input type="checkbox"/> single authored OR <input type="checkbox"/> co-authored			
Title of your paper/poster if applicable:			
The Anticipated Costs			
Travel (indicate mode): <input type="checkbox"/> air <input type="checkbox"/> train/bus <input type="checkbox"/> car	\$		
Accommodation:	\$		
Meals:	\$		
Conference Fees:	\$		
	TOTAL	\$	
Support from Conference Organizers			
Have you applied for funding from conference organizers?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
How much funding do you expect to receive from conference organizers?	\$		
When will you receive confirmation that this funding has been awarded?	\$		
Students receiving travel support from their supervisor or department will need to submit a claim using the Expense Reimbursement System and will be required to provide Queen's University with copies of original receipts (not debit or charge card slips) as part of their claim. Detailed instructions on how to file a travel claim, including how to note receipt of a conference travel award on your claim, will be provided. See Travel and Expense Reimbursement Policy .			
_____	_____		
STUDENT	DATE		
_____	_____		
SUPERVISOR	DATE		
_____	_____		
Co-SUPERVISOR	DATE		
For Office Use			
Date application received:		Award amount:	\$
Notes:			