

# FHS Graduate Student Conference Travel Award Application

Prior to completing this application, please review the application instructions for the Graduate Student Conference Travel Award <http://www.uwo.ca/fhs/policies/travel.html>

## APPLICANT INFORMATION

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Email: \_\_\_\_\_@uwo.ca  
Student #: \_\_\_\_\_ Expected Graduation Date (mm/yy): \_\_\_\_\_ # of terms in current program: \_\_\_\_\_  
Graduate Program: \_\_\_\_\_

## CONFERENCE DETAILS

Conference Name: \_\_\_\_\_  
City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Country/Region: \_\_\_\_\_  
Start of Conference: \_\_\_\_\_ End of Conference: \_\_\_\_\_

## PRESENTATION DETAILS *Please attach a copy of the presentation abstract and a copy of the acceptance for presentation.*

Presentation Title: \_\_\_\_\_  
Presentation Type: \_\_\_\_\_ Paper officially accepted: \_\_\_\_\_  
Describe any other formal role you will undertake at the conference (e.g., formal discussant; session chair):  
\_\_\_\_\_

## BUDGET *(please be sure to account for all eligible costs associated with this conference travel)*

Conference Registration: \$ \_\_\_\_\_ CAN  
Travel: \$ \_\_\_\_\_ CAN  
Accommodations: \$ \_\_\_\_\_ CAN  
Total Eligible Expenses: \$ \_\_\_\_\_ CAN

## **For Western's Travel & Expenses Reimbursement Policy, visit:** [uwo.ca/univsec/pdf/policies\\_procedures/section2/mapp216.pdf](http://uwo.ca/univsec/pdf/policies_procedures/section2/mapp216.pdf)

### Notes:

1. Meals and local travel are ineligible expenses
2. The funds awarded to an individual student may vary from these amounts depending on the number of eligible applicants received.
3. Successful applicants will receive a confirmation memo within three weeks of the application deadline. This memo will include detailed instructions on the process to receive reimbursement.

## CLAIMANT: *(on the printed version only, please check all that apply)*

I certify that:

- **I am enrolled as a full-time student in a Faculty of Health Sciences graduate program at the time of:**  
\_\_\_ application  
\_\_\_ travel; If my status changes at any point during the current term, I understand that my application will become null and void
- **I am presenting at a conference that:**  
\_\_\_ is relevant to my academic area  
\_\_\_ has a peer review acceptance for the abstract submission process
- **I have submitted my application:**  
\_\_\_ online; using the submit button on the fillable form  
\_\_\_ in hard copy (signed/dated), along with the following appendices, to my Graduate Program Office by the deadline for the current term (March 15<sup>th</sup>/winter; July 15<sup>th</sup>/summer; November 15<sup>th</sup>/fall):  
\_\_\_ Appendix 1: Copy of the submitted presentation abstract  
\_\_\_ Appendix 2: Copy of the acceptance for presentation
- **all expenses are reasonable and in accordance with University policy and will not be used as claims to other organizations for income tax purposes.** Expenses reflect due regard for value for money. Personal expenses have been deducted. Exceptions to policy have been explained in writing.

**\*\* If I am unable to travel to present at this conference, I understand that I must notify the Graduate Program Office and withdraw my application**

Claimant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GRADUATE PROGRAM CHAIR:** I certify that the expenses are for University purposes only, and are in accordance with University policy. Exceptions to the Policy, which are documented by the Claimant, are reasonable under the circumstances.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_