

CONFERENCE & RESEARCH TRAVEL AWARD

FOR PHILOSOPHY GRADUATE STUDENTS

The Conference & Research Travel Award is a fund created in the Faculty of Arts and Humanities' Department of Philosophy to partially support travel for full-time Philosophy graduate students participating in academic conferences and research.

Award Amount: 2019-20 maximum reimbursement amount to be determined (For reference, 2018-19 Maximum: \$700.)
Note: Maximum amount may vary each fiscal year. The funds awarded to an individual student may also fall under the maximum depending on the number of eligible applications received and approved.

Application Deadlines: **April 15** (for travel commencing between May 1 and October 31)
November 1 (for travel commencing between November 1 and April 30)

Eligibility Criteria:

- ✓ Applicants must be full time students in good standing and enrolled in the Department of Philosophy graduate program at the time of application. Priority will be given to students who are within the funding period and do not hold external grants.
- ✓ If the funds are to be used for travel to a conference, the student must present a paper at a conference that is relevant to the student's academic research area. Typically, this paper will be accepted on the basis of a peer review selection process. The Department's selection committee will take the justification for travel into account when making its decisions (see list of required attachments on application forms). Please note that commentaries on papers are not eligible for funding.
- ✓ If applying for travel for research, students must show its relevance to their thesis
- ✓ Applications must include copies of travel estimates or itineraries that include costs (e.g. from Expedia, airline websites, hotel websites, or travel agency). Expenses eligible for reimbursement are transportation, accommodation, registration fees.
- ✓ Maximum one award per student per fiscal year (May 1-April 30)

Special Circumstances: Because of the lead time necessary for financial planning, students are encouraged to submit requests for projects that are not yet finalized (e.g. conference papers not yet accepted). Funding can be granted conditionally. Upon the paper's acceptance, applicants must provide a copy of the acceptance and/or conference program to be reimbursed. Funds may not be redirected if the paper is rejected.

Selection Committee: Graduate Chair in consultation with the Area Chairs.

Pre-approval Application & Reimbursement Process

Submit forms to Meghan Magowan, Graduate Program Coordinator

m.magowan@uwo.ca (scanned) OR Stevenson Hall 3144/department mailbox (hard copies)

STEP 1: Complete and submit Application **Form A — Conferences** or Application **Form B —Research** with all required supporting documents by the relevant deadline.

Processing time: applicants will be notified of application results 2-3 weeks after the deadline

STEP 2: While travelling, retain all receipts and boarding passes.

STEP 3: Within 60 days after returning from the approved travel, complete and submit **Form C — Reimbursement Processing**. Receipts including boarding passes must be attached.

Processing time: claims will be processed within 2-3 weeks of submission (assuming form and receipts are in order)

APPLICANT NAME:	
Name of Conference:	
Location of Conference:	<i>City</i> <i>Country</i>
Dates of Conference:	<i>From</i> <i>To</i>
Sponsoring Organization:	
Frequency of Conference:	

Title of Presentation:	
Has paper been accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Expected timeframe to hear of acceptance: _____)
Documentation Required:	<input type="checkbox"/> A copy of the presentation abstract
	<input type="checkbox"/> A copy of the acceptance for presentation (if possible)
	<input type="checkbox"/> Justification of the importance of this conference for your research

BUDGET

Conference Registration =	
Travel (include estimates) =	
Accommodations (Meals not eligible) =	
(FUNDING FROM OTHER SOURCES)	Please specify.
TOTAL =	
AMOUNT REQUESTED =	

Important: After returning from your trip, a Travel Reimbursement Form must be completed. All original (itemized) receipts will be required to process payment. Boarding passes, in particular, must be submitted with receipts to verify travel.

CLAIMANT:

I certify that 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.

Print 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.

Print Name

Signature

Date

Applicant's Name/Program:	(ID: _____)
Date:	
Do you hold an external award? (If yes, identity.)	

RESEARCH TRIP DETAILS

Type of research:		
Location of facility (e.g. archive, library, museum, etc.)	City:	Country:
Dates of Travel:	From:	To:
BRIEF DESCRIPTION OF RESEARCH ACTIVITY INCLUDING FACILITY/INSTITUTION AND JUSTIFICATION (I.E. HOW DOES THE TRAVEL ADVANCE YOUR RESEARCH?)		

BUDGET

Travel =	
Accommodations (Meals not eligible) =	
TOTAL =	
AMOUNT REQUESTED =	

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