

**CONFERENCE & RESEARCH TRAVEL AWARD**  
FOR PHILOSOPHY GRADUATE STUDENTS

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

Students who have had their applications for travel funding approved must submit this form with proof of expenses incurred to be reimbursed for their travel.

**Maximum Reimbursement:** amount approved via Form A or B by Graduate Chair

**Eligible Expenses:** transportation, accommodations, and conference registration fees.

**To be reimbursed for your travel costs:**

- ✓ **Attach, list (below) and number your detailed receipts/invoices.** Credit card statements will not be accepted.
- ✓ **Submit form and receipts within 60 days** from the last day of travel. A written explanation from the Chair/Budget-Unit Head is required if this time frame is exceeded.
- ✓ **Completed forms will be processed by the graduate affairs assistant within a week of their submission** and forwarded to Western Financial Services for your refund to be direct deposited.

Receipt #	Description of Expense	Date on Receipt	Total on Receipt	Currency
1.				
2.				
3.				
4.				
5.				

Please attach additional Reimbursement forms if more space is required.

**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