



**Graduate Students' Association**

Local 78, Canadian Federation of Students

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# GSA TRAVEL GRANT APPLICATION FORM

Funded and Administered by GSA Carleton Inc.

*Please print legibly!*

SURNAME		GIVEN NAME	
STUDENT #			
DEPARTMENT		DEGREE PROGRAM	
LOCAL STREET ADDRESS			
CITY		POSTAL CODE	
PHONE		ALTERNATE PHONE	
EMAIL ADDRESS			

**THIS BOX FOR OFFICE USE ONLY:**

<b>NAME</b>			<b>TG18-</b>
<b>CONTACT DATE</b>	<b>METHOD</b>	<b>COMMENTS</b>	
<b>DATE RECEIVED</b>	<b>REVIEWED BY OA / DATE</b>	<b>REVIEWED BY VPF / DATE</b>	<b>DECISION: YES NO</b>
<b>AMOUNT AWARDED</b>	<b>COMMENTS</b>		<b>REQUISITION #</b>

# GSA TRAVEL GRANT APPLICATION

The purpose of the Travel Grant is to help graduate students defray the costs of engaging in pursuits of a primarily academic nature outside of the Ottawa area (i.e. attending academic conferences, receiving an award, conducting research, etc).

The GSA travel grant covers 50% of the travel costs not covered by other sources, up to a maximum of \$200 per graduate student per fiscal year (from May 1st to April 30th).

- Applications will not be processed until all required documentation has been received. Photocopies are acceptable, since documentation will not be returned.
- You have until 1 month past the end of our fiscal year (May 1st - April 30th) to complete the documentation for your travel grant. For example, if you travel in November 2016 you have until May 31st 2017 to provide all of the required documentation.
- The complete rules and regulations governing these grants are available on request.

You must provide the following documentation:

Check if Attached

## DOCUMENTATION

A completed and signed copy of this application form.	[ ]
At least one official, non-electronic receipt (or boarding pass) to confirm that travel took place	[ ]

## TRAVEL DETAILS

PURPOSE OF TRAVEL	DESTINATION
Event dates: START	END
Travel dates: DEPARTURE	RETURN
WERE YOU REGISTERED AS A GRADUATE STUDENT DURING <input type="checkbox"/> The term travel occurred <input type="checkbox"/> The term after travel occurred	

## FUNDING

- Before applying for a GSA travel grant, you are expected to seek funding from your supervisor, department, and/or faculty. If you are presenting at a conference or conducting research, you should also seek funding from the Faculty of Graduate and Post Doctoral Affairs.

A letter or email from your supervisor OR departmental graduate chair stating		
○ the importance of the conference or trip to your studies		[ ]
○ the amount of funding you have received from your supervisor, even if none	\$	[ ]
○ the amount of funding you have received from your department, even if none	\$	[ ]
A letter or email from the Faculty of Graduate and Post Doctoral Affairs (FGPA) stating the amount of funding you have received from them even if the amount even if none.	\$	[ ]
If applicable, a letter or email from any external or other source that is funding your trip, stating the amount of funding you have received from them.	\$	[ ]

You must provide the following documentation:

Amount Check if attached

**EXPENSES**

- You must provide copies of receipts or invoices for all expenses claimed. Bank or credit card statements are not valid receipts, but will be accepted to indicate the amount in Canadian dollars, if the receipt is for a foreign currency.

**Event / Conference**

Receipt or invoice for conference fees (if applicable) \$ [ ]

**Accommodations**

Receipts or invoices for your accommodation costs, such as a hotel stay. (PLEASE LIST)

..... \$ [ ]

..... \$ [ ]

..... \$ [ ]

**Transportation**

Receipts or invoices for your travel costs, such as boarding pass AND receipt of payment if flight was taken, tickets, gas, car rental, taxis, etc. (PLEASE LIST)

..... \$ [ ]

..... \$ [ ]

..... \$ [ ]

..... \$ [ ]

..... \$ [ ]

**Food**

Please indicate the number of meals that were *not* included in your hotel, conference fee, or travel costs.

BREAKFASTS

LUNCHESES

DINNERS

**Other Expenses**

Receipts or invoices for other expenses such as printing, photocopying, postering or other presentation expenses; babysitting; etc. (PLEASE LIST)

..... \$ [ ]

..... \$ [ ]

..... \$ [ ]

..... \$ [ ]

..... \$ [ ]

I understand the terms and conditions of this travel grant as outlined on this application form. The information on this application and in the documentation I have provided is true and correct to the best of my knowledge.

SIGNATURE

DATE