



# 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.	\$ _____	[ ]
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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.	\$ _____	[ ]
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You must provide the following documentation:

Amount      Check if attached

