

## Graduate Student Travel and Conference Fund Information and Application Form

The purpose of the Student Travel and Conference Fund Committee (STCF) is to provide social equity funding for undergraduate students to participate in the opportunities listed below. The STCF is a shared partnership between Student Services and the Brandon University Students' Union (BUSU). **Please read the following information and directions. Failure to include required information or documentation will delay your application request or make you ineligible.**

Students who are applying for funding for travel after the academic year, and are not returning in the next academic term/year, will not be considered for funding.

### 1. Please indicate the type of event you will be attending:

- a) This fund covers expenses for the off-campus opportunities listed below. Coverage is limited to accommodation, food, travel and registration fees. The amounts claimed must be in accordance with the Travel & Business Expense Policy & Procedures found at [www.brandonu.ca/finance/files/TravelBusinessExpensePolicy.pdf](http://www.brandonu.ca/finance/files/TravelBusinessExpensePolicy.pdf).
- b) Please check the box of the activity you will be attending. Activities that will be considered for funding are:
  - ☐ Workshop
  - ☐ Conference
  - ☐ Clinic
  - ☐ Competition

**Activities not considered:** work experience, research or research related travel, any type of training or training related to a position of employment, lessons (e.g. music), or an event that has a credit value or can be used towards fulfillment of a course, program or degree requirement.

### 1. Application deadline: **Please read**

- a) Applications must be received three (3) weeks prior to the travel/conference date.
- b) If you have registered for an event but have not received confirmation of attendance 3 weeks prior to submitting your application, you must provide official, written proof of the date you registered for the conference and why they have not yet confirmed your registration.
  - If a travel advance is required, a letter to the committee must be submitted in writing three weeks in advance of the travel/conference date explaining why the advance is required.
- c) Reimbursement may be up to, but will not exceed 75% of the total amount requested.
- d) Submitted official receipts must add up to the amount granted, or more. If the total receipts are less than the amount granted you will be reimbursed the granted percentage of the receipts, not the amount granted.
- e) Student(s) must have a G.P.A. of 2.0 or better.
- f) Reimbursement of eligible expenses must be supported by official receipts and will not be paid out until after the event.

### 3. Reimbursement deadline: **Please read**

Official receipts and a brief report (minimum 250 words), must be handed in to the Student Services Office within three (3) weeks of your return date or funding will be revoked.

### 4. Preferences for funding set by the committee are (in no particular order):

- Brandon University undergraduate, full-time, continuing students;
- Students who have not received money from this fund within the current and/or previous fiscal year;
- Students invited to participate in the activities listed, based on a selection process;
- Active participation as a presenter or leader

### 5. If you are a graduate/masters student:

- Brandon University graduate students are welcome to apply, but due to more funding options being available to graduate students, undergraduate students will be given preference.
- If you are a BU graduate/masters student, and the travel dates on your application are outside of the academic year (Sept. to April), you **must** provide verification of enrolment at Brandon University in the next academic term/year.

Yes _____	No _____
Award \$ _____	

Appl. Received Date: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

**Please return the completed form and all requested documentation to Student Services, Rm. 105-4, A. E. McKenzie Building.**

## **Please print legibly**

Date of application: \_\_\_\_\_

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your degree program: \_\_\_\_\_

Single person application ☐ Group application ☐

Name of group/club: \_\_\_\_\_

Conference name or reason for travel: \_\_\_\_\_

\_\_\_\_\_

Dates of travel: \_\_\_\_\_ Conference/event location: \_\_\_\_\_

Supporting Professor: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

### **Applicants MUST include the following with their application form: Please read**

1. A student must complete the STCF application form with the signature of the applicant, or acting applicant for a group. If a student is applying on behalf of a group, you **must include** a complete list of student names and student numbers of those traveling as part of the group.
2. A written explanation and break down of travel including:
  - a) documentation about the event or, an invitation to the event (a website address will not be accepted);
  - b) a copy of your official conference/event registration or registration confirmation;
  - c) list of estimated or actual expenses (including accommodation, food, travel);
  - d) method of travel - if traveling by air/train you must include an official quote from an airline or travel website (eg. Expedia) – if traveling by car you must include the distance in kms. from point A to point B (eg. Brandon to Winnipeg)
  - e) if you have received funding from another source, you **must provide** written documentation from the other source granting the funding.
3. A letter of reference from a professor familiar with you/your group and area of study. This letter **must be on Brandon University letterhead with the professor's signature.**

**Please ensure that you have completed all fields on the form and included all necessary information/documents listed on both pages. Failure to do so could delay your application or make you ineligible.**