

Undergraduate 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 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.**

Please indicate the type of event you will be attending:

1. 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.
2. Please check the box of the activity you will be attending. Activities that will be considered for funding are: Workshop
 - ☐ Conference
 - ☐ Clinic
 - ☐ Competition
 - ☐ Indigenous Student representative – Indigenous cultural events
 - ☐ Exhibitions
 - ☐ Performances

*Activities such as **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** will not be considered.*

Application deadline: **Please read**

1. There will be two intake periods each year. May and October
2. **Applications must be received three (3) weeks prior to the travel/conference date.**
3. 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.
4. a) If a travel advance is required, the committee **must be submitted in writing three weeks in advance** of the travel/conference date. Presenters will be eligible for up to \$500.00. Participants will be eligible for up to \$300.00 Student(s) **must have** a G.P.A. of 2.0 or better.
5. Reimbursement of eligible expenses **must be** supported by official receipts and will not be paid out until after the event.

Reimbursement deadline: **Please read**

6. Submitted official receipts **must be handed in to the Student Services Office within three (3) weeks of your return date** or funding will be revoked.
7. 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 for the actual total of the receipts, not the amount granted.

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

- 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;

Graduate students are welcome to apply, but due to more funding options being available to graduate students, undergraduate students will be given preference.

Yes _____	No _____
Award \$ _____	

Appl. Received Date: _____

Meeting Date: _____

Please return the completed form and all requested documentation to Student Services, Rm. 105-3, A. E. McKenzie Building.

Please print legibly

Date of application: _____

Name: _____ Student Number: _____

Address: _____

City: _____ Postal Code: _____

Email Address: _____ Telephone: _____

Your degree program: _____

Individual 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** the name of the group and 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:
 - documentation about the event or, an invitation to the event (a website address will not be accepted);
 - a brief rationale (minimum 250 words) as to how or what you will gain from attending the event;
 - the destination and date(s) of the event;
 - list of estimated or actual expenses (including accommodation, food, travel and registration fees);
 - 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
 - any alternate source(s) and amount(s) of other funding granted to you. 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. Failure to do so could delay your application or make you ineligible.

Last updated – September 2026