

Brandon University 50th Anniversary Student Fund
Application

*Please complete this form, include the applicable attachments, and send to* *vpa@brandonu.ca**.
Application deadlines each year are November 1st and March 1st.*

*Handwritten and hard-copy forms will not be accepted.*

*For more information, please refer to the Terms of Reference for the
Brandon University 50th Anniversary Student Travel Fund.*

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| **Name:** |       |
| **Student Number:** |       |
| **Mailing Address:** |  |
|  | *Street Address:* |       |
|  | *City:* |       |
|  | *Province:* |       |
|  | *Postal Code:* |       |
| **Email Address:** |       |
| **Telephone Number:** |       |
| **Your Degree Program:** |      [ ]  **Graduate Student**[ ]  **Undergraduate Student** |
| **Type of Application:** | **[ ]  Single Person Application****[ ]  Group Application** ***Name of Group/Club:***       |

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| --- | --- |
| **Reason for Travel:** |       |
| **Dates of Travel:** |       |
| **Conference/Event Location:** |       |
| **Estimated Total Cost:** |       |
| *Note: Estimated costs for accommodation and travel must be based on quotes. Please attach as an appendix quotes from hotel (if application) and travel website for flight costs (if applicable).* |
| **Itemized Estimated Expenses:** | *Please refer to the* [*Brandon University Business and Travel Expense Policy*](https://www.brandonu.ca/vp-finance/files/Travel-and-Business-Expense-Policy-FINAL.pdf) *for eligible expenses.* |
| *Flight:* | $       |
| *Ground Travel:* | $       |
| *Hotel:* | $       |
| *Meals:* | $       |
| *Other:* | $       Please Identify:      $       Please identify:       |
| **Amount Requested:** | **$**  |
| **Supporting Professor:** |       |
| **Outline how attendance will have significant importance to and potentially great impact on your academic career achievements and success.** *Please note this section will expand to only 3,000 characters with spaces (approximately 1/3 of a page).* |
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Application Requirements:

**Please include (and check off) the following as appendices with your application.**

**[ ]  Documentation about the event (e.g. invitation to the event; itinerary for the event; etc.).**

**[ ]  A copy of your official conference/event registration or registration confirmation.**

**[ ]  Quote from hotel for accommodation costs (if applicable), and quote from travel website for flight costs (if applicable).**

**[ ]  Written documentation from other funding sources, if the applicant has received funding from another source.**

**[ ]  A letter of reference from a professor familiar with the applicant or group, and area of study. This must be on Brandon University letterhead, signed by the professor. (This may be submitted as a scan of the original letter).**