

Brandon University 50th Anniversary Student Fund  
Application

*Please complete this form, include the applicable attachments, and send to* [*vpa@brandonu.ca*](mailto: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.*

|  |  |  |
| --- | --- | --- |
| **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:*** |

|  |  |
| --- | --- |
| **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).* | |
|  | |

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).**