

GRADUATE STUDENT TRAVEL REIMBURSEMENT REQUEST



Grants are available to students in the Graduate Department of Exercise Sciences for attending and presenting a paper at learned society/scientific meetings. Students can make only one application per year, to a maximum reimbursement of \$250. After a student has received one grant, s/he must have a paper accepted for presentation in order to qualify

INSTRUCTIONS:

1. **PRIOR TO TRAVEL:** Complete SECTION A below
2. **SAVE ORIGINAL RECEIPTS** (including the "not for travel" portion of airline tickets) to support your claim
3. **UPON COMPLETION OF TRAVEL:**
 - Complete Section Band attach all related receipts
 - Submit form and receipts to Graduate Office, BN 102.

SECTION A	
Name:	Address:
Phone#:	E-mail:
Destination:	Purpose of travel:
Travel Budget:	Airfare Mileage (47 cents/km) Accommodation Meals Registration Other - Specify TOTAL

Authorized Approval:	Print Name:	Title:
		a e:

SECTION B	
Actual Expenses:	_____ Airfare _____ Mileage (47 cents x km) _____ Accommodation _____ Meals _____ Registration _____ Other - Specify _____ Total Expenses
Claim amount (Not to exceed lesser of Total Expenses and \$250)	

DECLARATION BY CLAIMANT: I HAVE READ THE UNIVERSITY'S REGULATION ON REIMBURSEMENT OF EXPENSES AND CONFIRM THAT I AM IN COMPLIANCE		
Signature of Claimant:	Print Name:	Date:

Financial Services use only

CEC 103171	CC 14597	GL 842080	Document No