

## PhD STUDENT CONFERENCE TRAVEL FORM

**NOTE:** PhD students may attend only one conference per fiscal year (May 1-Apr 30). Funding subject to budgetary considerations

Students must complete and submit all documentation **prior** to travel in order to receive funding from our Department – No exceptions

Name:	
Student#:	
Conference name:	
Date:	
Location:	
Type of presentation:	Paper ___ Workshop ___ Poster Session ___ Other (Please indicate type of activity) ___
Co-Presenters (if any):	

### FINANCIAL INFORMATION

Transportation: most economical fare will be considered for funding Please complete the travel authorization form, see link number 3 under Guidelines
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### PLEASE ATTACH THE FOLLOWING

- Confirmation of Conference Participation
- Documentation of Conference Fees
- Copy of Proposal made to Conference

Signature of Applicant:	Date:
Signature of Supervisor:	Date:
<b>NOTE</b> to supervisors: Your signature is confirmation that the abstract for the conference is related to students' thesis	
Signature of Chair:	Date:

**Note:** Funding info revised. Please see other side.

REVISED – MAY 2014  
CONFERENCE TRAVEL - GUIDELINES  
FOR MEd STUDENT FUNDING

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MEd thesis students in the Faculty of Education will be eligible to be considered for funding to present a paper at one recognized conference (for example, CSSE, AERA, field-specific conferences).

1. Your request for conference travel must be made upon the Faculty of Education MEd Student Conference Travel Form. The presentation must be related to your thesis (i.e., presentation of results).
2. Approval is required from your supervisor and the Chair of Graduate Studies & Research in Education.

***The Chair reserves the right to request further information to confirm that the conference is appropriate and to decline requests that do not clearly meet criteria.***

3. As part of the application process, students must complete a travel authorization form at the same time the conference travel request is being made. To download this form go to: [https://www.lakeheadu.ca/sites/default/files/uploads/51/docs/travel/travel\\_approval.pdf](https://www.lakeheadu.ca/sites/default/files/uploads/51/docs/travel/travel_approval.pdf)
4. MEd thesis students may apply only **once** during their MEd program.
5. Conference costs that are eligible include registration fees, meal and accommodation expenses, and transportation. The maximum award will be \$750.00 for travel within Canada and \$1000.00 for travel outside of Canada. Funding subject to budgetary considerations.
6. Only one student co-author will be considered for support.
7. Applicants must apply **prior** to the conference. Confirmation of notice of acceptance is required at the time of application. Payment of the award will be conditional upon receipt of the appropriate documentation confirming acceptance and attendance. Once travel has been completed, you are requested to submit a travel expense form: <https://www.lakeheadu.ca/sites/default/files/uploads/51/docs/travel/travel-exp-Apr-2012-fillable.pdf>  
This form and all receipts, boarding passes, etc. **must** be submitted within 10 working days after conference travel
8. Applications to attend a conference will be considered for the purpose of presenting a paper, conducting a workshop, a poster session or an equivalent event. Discussants and chairs do not qualify for funding.