

GRAD STUDENT TRAVEL EXPENSE REIMBURSEMENT REQUEST

Up to \$300 each fiscal year (May 1-April 30) may be requested by a student presenting at a conference. The number of awards is determined by our graduate travel budget each year and awards are approved on a first-come, first-served basis; therefore, students are encouraged to submit requests as early as possible (at the planning stage of the trip). **Receipts and boarding passes are required for reimbursement.**

Name

Conference Information

Dates start end

Location

Host of conference/meetings

Title of your presentation

Author(s)

Proposed budget

If your funding is approved, you must provide receipts to Graduate Coordinator as soon as you return from your trip (expense reports must be completed online and submitted no later than 60 days after completion of travel). **Keep all receipts and boarding passes.**

Submit online at: <https://finance.uwo.ca/psp/fsprdweb/?cmd=login&languageCd=ENG>

Travel (specify mode) \$

Accommodation \$

Meals \$

Conference fee \$

Total \$

Request (maximum \$300) \$

Amount approved \$

Signatures

Student

Supervisor

Graduate Chair