

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.**

This form is available in Word format in OWL→More Sites→SOCGRADSINFO→Resources

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