

Interdisciplinary Graduate Student Network (iGSN) Travel Award Application

Applicant Information

Last Name:	First Name:
Student Number:	E-mail:
Specialization:	
Faculty:	
Supervisor (last name, first name):	
Mailing Address (for cheque):	
City:	Province:
Postal Code:	

Application Requirements:

1. Application will only be considered **after** the conference has occurred; deadline is 3 months after travel.
2. The applicant may accept up to one iGSN Travel Award per year.
3. The applicant must be a registered iGSN member before the time of travel.
4. The applicant must have **attended at least one council meeting or event** between 12 months before the time of travel and the time of submission.
5. For flight reimbursements, **original boarding passes** must be included; no electronic boarding passes will be accepted.
6. An **electronic application** should be submitted in **one PDF** document that contains all documents outlined in "Proof of Presentation" and scanned copies of "Receipts" to igsnews@gmail.com with subject title "Attn: iGSN Travel Award".
7. Once your electronic application has been reviewed and accepted (usually up to 2 months since submission), you will be requested to submit a **printed application** in **one envelope** that contains all documents outlined in "Proof of Presentation," and original Receipts. Please arrange a drop-off time and enclose all paperwork in an envelope labeled "Attn: iGSN Travel Award".
8. This form must be **typed**; hand-written forms will not be accepted.

Checklist

General

- I have read and understand the rules for completing an iGSN Travel Award, as indicated above.
- My application is of high quality and all information provided are accurate to my knowledge.
NOTE: Low quality writing, grammatical mistakes, dishonesty, and plagiarism will result in penalized reimbursements or rejection of the award application.
- I was registered as a full-time UBC graduate student at the time of the conference.

Proof of Presentation

- I have included the page of the conference program, letter, or e-mail listing my name and title of my poster/presentation.
- I have highlighted my name and the title of my poster/presentation.

Receipts

- I have attached original, itemized, and dated receipts up to \$500 (CAD).
NOTE: No reimbursements will be provided for missing receipts.
- I have provided original boarding passes for flight reimbursement.
- If receipts are in foreign currency, I have included date-specific currency conversion rates for each receipt and attached the printed exchange rate from Currency-Converter.net.

Supervisor's Letter

- I have included a letter from my supervisor indicating whether to reimburse the student directly or the supervisor (in the case that travel has already been reimbursed by the supervisor). If the supervisor is to be reimbursed, please indicate to whom the cheque should be issued.

iGSN Membership

- I am currently a member of the iGSN.
- I was already a registered member before the time of travel.
- I have attended iGSN events or council meetings. Last event attended:

Previous Travel Claims

- I have previously received support from UBC's [Graduate Student Travel Fund](#).

Successful Application

- If my application is successful, I give the iGSN permission to include my name and information in their monthly newsletter.

Conference Details

Conference Name:	
City:	Country:
Start Date:	End Date:

Expenses

If claiming foreign currency, please fill the Canadian currency equivalent based on the date-specific currency conversion rates from Currency-Converter.net.

Expenses	Canadian Currency	Foreign Currency, if applicable	
	Amount (CAD)	Amount	Currency
Airfare:	\$		
Other Transportation:	\$		
Accommodation:	\$		
Conference Registration:	\$		
Meals (max. \$45/day):	\$		
Poster Printing:	\$		
Other (please explain below):	\$		
TOTAL:	\$		

Describe your other expenses:

I hereby certify that the travel expenses claimed above comply with [UBC Policy #83 \(Travel and Related Expenses\)](#):

Student Signature:	Faculty Supervisor Signature:
Date:	Date:

Interdisciplinary Form

1. What is the title of your poster/presentation?

2. Please describe your presented research in lay terms using 3 to 5 sentences.

3. Please indicate how the research you presented is interdisciplinary (max. 300 words).

4. Please describe how the conference promotes interdisciplinary research and networking (max. 300 words).