SCHULICH CONFERENCE TRAVEL FUND

OVERVIEW:

- The Schulich Travel Fund is not intended to be an award based on merit. These funds are generally available to faculty who are unable to cover costs related to conference travel.
- Funds are granted to eligible faculty for the fiscal year starting May to April of the following year
- Unused funds CANNOT be carried over to the next year

ELIGIBILITY CRITERIA:

1. Active participation/organization in a seminar, symposium or conference as presenter, panelist, discussant or session chair.

2. **ALL internal** research funds from Schulich have been exhausted.

   Note: The holding of external funds (e.g., NSERC, SSHRC, PER) does not prohibit one from being awarded faculty conference travel funds.

All eligible requests, based on these criteria, will be met, subject to availability of funds.

VALUE

Maximum value: $1500 per year
SCHULICH CONFERENCE TRAVEL FUND
REQUEST FORM

PLEASE READ THE APPLICABLE POLICY AND PROCEDURES RELATING TO THE GRANT BEFORE COMPLETING THIS REQUEST FORM

* REQUEST FORM WILL BE ACCEPTED BEFORE DEPARTURE AND WITHIN 3 MONTHS OF RETURN FROM TRAVEL

APPLICANT'S NAME

APPLICANT'S NAME

PRINTSURNAME

PRINT FIRST NAME

AREAGROUP

SIGNATURE

X

DESTINATIONCITY

DESTINATION COUNTRY

TITLE OF CONFERENCE, SEMINAR, SYMPOSIUM, FESTIVAL OR PROFESSIONAL MEETING (including dates of travel)

TITLE OF PRESENTATION OR PROFESSIONAL FUNCTION/ROLE

TOTAL $ REQUESTED

$ SUBMIT REQUEST FORM TO RESEARCH OFFICER, JOANNE PEREIRA S337H FOR REVIEW

PLEASE NOTE: Claims for reimbursement of expenses must be submitted within 6 months of return from travel.

RESEARCH OFFICER'S COMMENTS/REVIEW

RESEARCH OFFICER'S SIGNATURE

X

ASSOCIATE DEAN RESEARCH APPROVAL

Yes O

No O

AMOUNT OF $ APPROVED BY THE ASSOCIATE DEAN RESEARCH

$ ASSOCIATE DEAN RESEARCH SIGNATURE

DAY / MONTH / YEAR

X