The Graduate Students' Society (GSS) have established a Graduate Student Distance Education Travel Grant Fund. The objective of the fund is to support distance students in financial need travelling to Victoria as required on-campus residency at UVic. The Faculty of Graduate Studies will administer this fund, which is distributed on a first-come, first-served basis to eligible graduate students. Priority will be given to first time recipients.

**Eligibility Criteria - check list:**
- You are registered full time in the term in which you plan to travel
- You do not owe outstanding fees to the university
- You have not yet received a distance travel grant for the current period (April 1—March 31)

*If you are deemed ineligible, your application will be returned to you.*

**To Apply:**
Fully complete the application and submit it to the Office of the Dean, Faculty of Graduate Studies, Room A207, University Centre, **in advance** of your travel dates. Applications submitted after travel will not be considered.

*Only complete applications will be considered.*

**Award Amounts:**
1. A maximum of $100.00 for travelling from on Vancouver Island
2. A maximum of $200.00 for travelling from within British Columbia
3. A maximum of $300.00 for travelling from outside British Columbia

**Claiming Travel Expenses:**
Upon return from travel, you must submit a completed and signed travel expense claim form with proof of travel (original boarding passes and receipts). The receipts must total the amount for which you have been approved. **Please note that you will not be reimbursed for expenses which have been paid for by other individuals.** Please review the instructions, which can be found on the University of Victoria Accounting Services website at [http://www.uvic.ca/vpfo/accounting/assets/docs/acctpayable/TER.pdf](http://www.uvic.ca/vpfo/accounting/assets/docs/acctpayable/TER.pdf). Instructions for completing claims can be accessed by clicking ‘How to complete this form’ in the top right corner of the claim. Mileage will be paid as per Uvic rates on the expense claim form, not as per gas expensed receipt. **Please note that there is a 30 day deadline for submitting claims which will be strictly enforced.**

**Cancellations:** If you are unable to use the travel grant, please inform the Faculty of Graduate Studies, Scholarship Clerk, in writing or by email to fgsschol@uvic.ca. We will cancel your application and re-establish your eligibility to receive a Travel Grant.

**Questions?** Please call Graduate Studies at 721-8451 or email fgsschol@uvic.ca
DISTANCE EDUCATION GRADUATE STUDENT
TRAVEL GRANT APPLICATION

NAME: ___________________________________ STUDENT NUMBER: V00__________

DEPT/SCHOOL: __________________________ EMAIL: __________________________

ADDRESS: __________________________________ PHONE: __________________________

Graduate Secretary or Program Coordinator (name): ______________________________________

Is this your first Distant Education Graduate Student Travel Grant? □ Yes □ No

Dates of residential program residency: Residency start date: ______________________________

Residency end date: ______________________________

What is the nature of your travel?

☐ Travelling from on Vancouver Island

☐ Traveling from within BC

☐ Travelling from outside BC

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TOTAL ESTIMATED EXPENSE TO ATTEND RESIDENCY

The Distance Graduate Student Travel Grant is intended to help ensure financial hardship does not present a barrier to a graduate student’s ability to attend the on-campus residency required in a distance education program. By signing this form you certify this grant is needed to cover the costs outlined in your travel budget.

_________________________________________  ______________________________________
Signature of Applicant     Date