

GRADUATE STUDENT TRAVEL AWARD APPLICATION

Eligibility

The objective of the Graduate Student Travel Award Program is to support student travel to conferences, workshops, or research activities. The award is **not** available for assistance with course required travel or non-research-based travel.

In order to determine if you are eligible, please review the following requirements:

- You must be registered full-time (minimum 3.0 units) in the term in which you will be travelling to attend the conference
- You must not owe any monies to UVic or have holds on your UVic accounts
- Travel must be directly related to research for your UVic graduate degree program and be approved by your Graduate Advisor or Supervisor

More information about student eligibility can be reviewed on the [travel award](#) website.

Processing times

- Submit your travel award application up to four months prior to your travel. Applications received more than four months in advance of the month of travel will not be accepted. Applications submitted fewer than 30 days prior to travel may not be processed/approved in time for travel/conference dates.
- Applications are processed on a first-come, first-served basis; however, priority is given to **first-time** recipients as long as their application is received at least two months before the month of travel and meets all eligibility requirements.
- You can only receive **one** travel award per fiscal year (April 01 to March 31)
- Applications must be approved **prior** to travel/conference start dates. Applications received **after** travel has occurred will not be eligible and will not be accepted.

Application submission

Students must submit their **completed** application to the Scholarship Assistant in the Faculty of Graduate Studies via email at fgsschol@uvic.ca. Applications must include:

- Conference/workshop registration receipt (includes the student name, value of conference registration, conference/workshop dates, city, and country)

Payment

If approved, you will receive your travel award funds approximately **one month** prior to the start date of your travel to your conference. Payment will be made in one of two ways, direct deposit or mailed cheque. Please note, if you are receiving a mailed cheque delivery may take longer. You must have a Canadian address/Canadian bank account to receive funds.

If your travel is cancelled and payment has already been made, you may have to reimburse the Faculty of Graduate Studies for funds received.

GRADUATE TRAVEL AWARD APPLICATION

Student name:	Student ID:
UVic Dept/School:	Email:

Please check off all boxes that apply:

☐ I am/will be registered as a full-time UVic graduate student during the time of travel/conference

☐ I have received a UVic Graduate Travel Award previously (record date below)

____ / ____ Month/year award was previously received, if applicable

Name of Conference or Event:	
Traveling from (City, Province/Country):	
Traveling to (City, Province/Country):	
Start date of Travel/Conference:	
End date of Travel/ Conference:	
Conference Website:	

Estimated Expenses

Conference Registration:	
Transportation:	
Accommodation:	
Meals:	
Estimated total (CAD):	

This section to be completed by **Graduate Supervisor or Advisor**. Please outline how the student's travel (conference/workshop/presenting) *directly relates to research for their degree*.

Graduate Advisor or Supervisor Name:	
Graduate Advisor or Supervisor Signature:	
Date:	

Applications must include **proof of payment** for conference registration.

Incomplete applications and applications received **after** travel/conference date will not be considered.

Student Signature:	
Date:	