

## FGS Travel Grant - Frequently Asked Questions

- 1. I will be travelling to a conference or for research – when can I submit my application?**  
Applications may be submitted up to 4 months in advance of travel. In order to take advantage of the first-time priority, students should submit their applications at least two months prior to the month of travel.
- 2. When will I know if I have been approved for travel grant funding?** All applicants are notified of their application status approximately one month before the month of travel. In order to give first-time applicants as much time to apply as possible, we are unable to advise you about funding before this time.
- 3. What will happen if I am late in registering for the term in which I plan on travelling?**  
Applications are checked for eligibility before the travel grant notices are sent out. If you are not registered, you will be notified by email and given a deadline by which you must register to qualify for the travel grant. If you fail to meet that deadline and are not registered by the time the travel grant notices are sent (*see 2 above for notice timing*), you will not be eligible for a travel grant. This applies to all travel grant applicants, including those applying for the first time who would normally be given priority.
- 4. Why was my travel grant application returned to me?** Incomplete applications will not be considered and therefore may be returned to the applicant for completion. You will be advised via email what your application was missing. Applications will not be accepted more than 4 months in advance of travel and will be returned to the applicant.
- 5. I have been waitlisted for travel grant funding. What are the chances I will receive funding?**  
We cannot predict if extra funds will become available. When you are waitlisted, you will be advised of your position on the waiting list. In the event that additional funds become available, we will contact you via email to advise you.
- 6. I am presenting a paper at a conference location which qualifies for the maximum award amount of \$600. Why have I only been awarded the amount to attend?** If you did not provide a letter of acceptance from the conference organizers confirming you as a presenter, you would only qualify for the amount to attend.

  - a. If I submit the letter late, can I receive the full amount?** If there are still funds available, we will try to increase your award amount to the maximum.
- 7. I didn't know about the travel grant program and attended a conference/conducted research already. Can I still apply for a travel grant?** No, travel grants are not awarded retroactively. All applications must be submitted in advance of travel.

- 8. How many travel grants can I receive?** Students may only receive one travel grant per fiscal year (April 1 – March 31). You may apply again in subsequent years, but priority will be given to first-time applicants, so ensuring your application is in early may increase your chances of qualifying for funding.
- 9. I will have finished my degree by the time of my conference – can I still receive a travel grant?** No, travel grant funding is very limited and therefore only available to currently registered graduate students.
- 10. What should I include with my Travel Expense Report (TER)?** You should include the completed and signed Travel Expense Reimbursement Claim form (Accounting form), relevant original receipts and boarding passes. *Do not submit copies of approval letters, summaries of expenses, cover letters, conference programs, abstracts, or itineraries unless requested by the Faculty of Graduate Studies or Accounting Services.*
- 11. The deadline for submitting my Travel Expense Report has passed. Can I still submit my claim form?** The 30 day deadline (on return from your travel) for submitting Travel Expense Reports is strictly enforced. If we have not received your claim by the deadline, we reallocate the funds to students on the waitlist and are therefore unable to reimburse late submissions of expenses. It is the students' responsibility to ensure the claims get to our office. **Leaving it up to your department is not advised.**
- 12. I recently submitted my Travel Expense Report – why haven't I received reimbursement yet?** Once your Travel Expense Report is received in our office, it usually takes 2-3 days to approve. After this point, it is forwarded to Accounting for reimbursement. Due to the high volume of requests they receive, it may take up to 30 days for payment to be issued.
- 13. Why wasn't my reimbursement for the full amount indicated in my approval letter?** The amount indicated in an approval letter is the maximum amount you are eligible to receive. FGS will reimburse the balance of your claim after all other funding sources, up to the maximum amount indicated. In some cases, support received from a union, supervisor, and/or department causes the balance of eligible expenses to be lower than the maximum of the travel grant. Reimbursements are based on total expenses incurred up to the maximum travel grant for which you are eligible.