



Department of Cell and Systems Biology

Graduate Student Travel Grant Application 2015-2016

Each graduate student that maintains ‘good academic standing’ (i.e. passed PhD qualifying exams, and/or have had regular annual supervisory committee meetings) may receive up to \$400 towards expenses associated with attending a conference for each year of enrollment, effective during the period beginning May 1st and ending April 30th (and up to \$600 for International conferences where the student gives an oral presentation). For reimbursement *after* the conference, return this form to Ian Buglass, along with **original** receipts and credit card statements and a copy of your abstract.

Name: _____ Student number: _____

Email address: _____

Program: MSc () PhD () Supervisor: _____

Name and location of conference: _____

Conference Sponsoring Organization: _____

Date of conference: _____ Approximate number in attendance: _____

Expenditures:

Travel: _____ Accommodation: _____

Registration/other expenses: _____ Total: _____

Oral presentation () Poster presentation ()

Title of presentation: _____

*** Please attach a copy of your abstract along with this application.**

Reimbursement to be issued to:

Student

**If the student is to be reimbursed, please submit all relevant receipts to the CSB Graduate Office, and include an Expense Reimbursement Form (located on the CSB website at <http://www.csb.utoronto.ca/graduate/current/forms-links>)*

Supervisor

**Supervisors at UTM and UTSC should have their Business Officer contact Lynn Gole (416-946-8171 or lynn.gole@utoronto.ca). Lynn will provide the Business Officer with the necessary accounting information to process the reimbursement. An Expense Reimbursement Form does not need to be submitted if the payment is being issued to the supervisor.*

Student signature (required)

Supervisor signature (required)

Please return completed, signed applications to:

Ian Buglass, Graduate Office, Room 424-F, Ramsay Wright Building
25 Harbord Street, Toronto, ON M5S 3G5 (FAX: 416-978-8532) E-mail: ian.buglass@utoronto.ca