



Department of Cell and Systems Biology

Graduate Student Travel Grant Application 2016-2017 (UTM and UTSC students)

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.

*Note that students can claim up to the maximum per diem meal allowances:

Canadian conferences - \$11 (breakfast), \$17 (lunch), \$27 (dinner). Total daily maximum of \$55 CAD

USA or other international - \$15 (breakfast), \$22.50 (lunch), \$37.50 (dinner). Total daily maximum of \$75 CAD

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