



# Department of Cell and Systems Biology

## Graduate Student Travel Grant Application 2016-2017 (St. George students)

Ph.D. students who maintain ‘good academic standing’ (i.e. passed PhD qualifying exams, and/or have had regular annual supervisory committee meetings) may receive up to \$1,000 towards expenses associated with attending a conference for each year of enrollment, effective during the period beginning May 1<sup>st</sup> and ending April 30<sup>th</sup>. M.Sc. students can claim up to \$400 from May 1<sup>st</sup> to April 30<sup>th</sup> while maintaining good academic standing. 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](mailto: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](mailto:ian.buglass@utoronto.ca)