



## Department of Cell and Systems Biology

### Graduate Student Travel and Technology Grant Application 2024-2025 (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 1<sup>st</sup> and ending March 31<sup>st</sup>. Reimbursement takes place *after* the conference. Send items to Ian Buglass, along with **original** receipts, credit card statements, proof of payment, and a signed expense reimbursement form.

\*Note that students can claim up to the maximum per diem meal allowances, but actual per diems are not provided:

- Canadian conferences - \$15 (breakfast), \$20 (lunch), \$45 (dinner)
  - Total daily maximum of \$80 CAD
- USA or other international - \$20 (breakfast), \$25 (lunch), \$55 (dinner)
  - Total daily maximum of \$100 CAD

Name:	Student number:
Email address:	
Program: MSc <input type="checkbox"/> PhD <input type="checkbox"/>	Supervisor:
Name and location of conference:	
Date of conference:	Approximate number in attendance:

### ***Expenditures:***

Travel:	Accommodation:
Registration/other expenses:	Total:

Oral presentation  Poster presentation

Title of presentation:

Abstract:

**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 Sangeeta Panjwani (416-946-8171) or [sangeeta.panjwani@utoronto.ca](mailto:sangeeta.panjwani@utoronto.ca). An *Expense Reimbursement Form* does not need to be submitted if the payment is issued to the supervisor.

\_\_\_\_\_  
Student signature (required)

\_\_\_\_\_  
Supervisor signature (required)

Please return completed, signed applications to:

Ian Buglass, Graduate Office, Room 534, 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)