

Faculty of Human Ecology Graduate Student Travel Award 2010-11

Each year the Department Heads in the Faculty of Human Ecology apply to the Endowment fund for monies to be awarded to Graduate Students who submit and present papers at conferences. In anticipation that the funds will again be available, the Department Heads encourage Graduate Students to apply.

Eligibility:

1. Former graduate students in Family Social Sciences, Human Nutritional Sciences, or Textile Sciences who have graduated and presented a paper or poster related to their thesis research at a conference held outside the city of Winnipeg between January 1, 2010 and December 15, 2010.
2. Current full-time graduate students in Family Social Sciences, Human Nutritional Sciences, or Textile Sciences who have already presented a paper or a poster related to their research at a conference held outside the City of Winnipeg since January 1, 2010.
3. Current full-time graduate students in Family Social Sciences, Human Nutritional Sciences or Textile Sciences who have received confirmation of acceptance of a paper or a poster related to their research for presentation at a conference held outside the City of Winnipeg between now and December 15, 2010.

Application Procedures:

Please submit the following documentation to Sheri Hubert, graduate Program Assistant, in Room 209 Human Ecology Building, by no later than 4:30 pm, Monday November 15, 2010.

- A completed application form (attached)
- A completed summary of expenses form (attached)
- Proof of acceptance of a paper for presentation (see note 1)
- Proof of delivery of paper, if it has been delivered. If paper has not yet been delivered, proof of delivery must be submitted by December 15, 2010 (see note 2)
- Proof of travel, if it has been completed. If not yet been completed, proof of travel must be submitted by December 15, 2010.

NOTE 1 -Required proof of acceptance of paper for presentation:

- Letter or email from conference organizers confirming the acceptance of paper for presentation.

NOTE 2-Required proof of delivery of paper:

- Conference registration receipt
- Conference program showing the schedule of your oral or poster presentation.

NOTE 3- Proof of Travel

- Photocopy of signed (approved) U of M travel claim form [or invoice from St. Boniface Research Center] and copies of all travel documents and receipts.
- If the travel expenses have not yet been reimbursed via a U of M travel claim form or St. Boniface Research Center invoice, then all receipts including airfare receipts, boarding passes, accommodation receipts, ground transportation receipts (bus, taxi, etc.) and meals receipts.

Application Form
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Name of Applicant:	
Email address:	
Mailing Address:	
Department:	
Title of Paper:	
Presentation Type: (please check one)	<input type="checkbox"/> Oral Presentation <input type="checkbox"/> Poster Presentation
Name of conference:	
Date of Conference:	Must be completed by December 15, 2010
Location of Conference:	City & Country
Proof of Travel Expenses: (please check one)	<input type="checkbox"/> Photocopy of U of M Travel Claim, if previously submitted <input type="checkbox"/> Invoice from St. Boniface Research Center & receipts <input type="checkbox"/> Summary of travel costs, including all receipts
Other Travel Funds:	Please list all other funds & awards that have been applied for or received
Reimbursement:	Credit to Advisor FOAP # _____ Cheque to Applicant:
Signature of Applicant & Advisor	Applicant: _____ Advisor: _____

Summary of Travel Expenses
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Name:

Airfare:

Accommodations:

Conference Registration:

Meals:

Other Transportation:

Miscellaneous:

Total Expenses:

Reimbursements:

From

From

From

Claim Total:

(Total Expenses LESS Reimbursements):