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# Price Faculty of Engineering & Department Travel Support Application Form

The *Price Faculty of Engineering Travel Award* and *Department Travel Awards* are available to graduate students who are presenting their research as primary or co-authors of a paper/poster at an academic conference. These awards are to assist with travel costs, conference registration or other expenses relating directly to their attendance of the conference. Award amounts ($) and eligibility vary on the student's department.

Questions? For more information, please be sure to review the 'Price Faculty of Engineering Graduate Student Travel Support' webpage before completing your application. This page outlines other travel support sources and includes information on related items like per diems.

The University of Manitoba's travel and business expense claims policies can be found in the Travel and Business Expense Claim Procedure manual if you require further information.

## Instructions:

- Student completes pages 2 & 3
- Advisor reviews student's entries, then completes page 4
- Both student and advisor sign on page 4
- Student submits signed form (with a copy of their Expense Pre-Approval form) to their department contact via email.

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## After submission

Following the submission of your application, your department will review the eligibility of the awards then let you know via email if your application was successful. The award amounts will then be pending until you return from the conference with all receipts. At the time of return, you can submit a Guest/Student Travel & Business Claim Form with receipts.

## STUDENT INFORMATION

| | |
|---|---|
| Name | |
| Student # | |
| UM Email | |
| Department | |
| Degree | |

## PREVIOUS AWARDS

Have you previously received the **Price Faculty of Engineering Award**?

◯ Yes ◯ No If yes, when? _____

Have you previously received the **Department Travel Award**?

◯ Yes ◯ No If yes, when? _____

## CONFERENCE INFORMATION

| | |
|---|---|
| Conference Name | |
| Conference Location | |
| Conference Dates | |
| Paper/Poster Title | |

## TRAVEL INFORMATION

Will you have a personally paid extension to this trip?

◯ Yes ◯ No

*(If yes, please discuss with your Department Contact regarding regulations/information prior to travel)*

## ESTIMATED EXPENSES & BUDGET

Please match this section to your Expense Pre-Approval form amounts

| Estimated Costs | |
|---|---|
| **EXPENSE** | **AMOUNT ($)** |
| Flight | |
| Accommodations | |
| Meals (Per Diems) | |
| Transportation (Rental, Taxi, Parking, etc.) | |
| Conference Registration | |
| Professional Development | |
| Professional Membership | |
| Other Expenses | |
| **TOTAL ESTIMATED COST** | $ 0.00 |

| Estimated Funding | | | |
|---|---|---|---|
| **FUNDING SOURCE** | **APPLYING/EXPECTING** | **AMOUNT ($)** | **APPROVED AMOUNT (Office Use Only)** |
| FGPS Travel Award | ◯ YES ◯ NO | | |
| UMGSA Conference Grant | ◯ YES ◯ NO | | |
| Price Faculty of Engineering Travel Award | ◯ YES ◯ NO | | |
| Department Travel Award | ◯ YES ◯ NO | | |
| Advisor Travel Funding/Assistance | ◯ YES ◯ NO | | |
| Other: | | | |
| **TOTAL ESTIMATED FUNDING** | | $ 0.00 | $ 0.00 |

## ADVISOR (TO BE COMPLETED BY STUDENT'S ADVISOR)

**Advisor(s) Name(s)**: _____

**Will you be providing additional funding to the student for this conference (if needed)?**

◯ YES ◯ NO

*If yes, please choose one of the boxes below and fill in the FOP that you plan to use:*

☐ *Set amount of $_____*
☐ *Up to a maximum amount of $_____*
☐ *All remaining costs (after their other awards)*

*FOP:* _____

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## SIGNATURES

**Faculty Advisor Signature: _____ Date: _____**

*I certify that this paper has been accepted for presentation at the above-named conference for this student.*

**Student Signature: _____ Date: _____**

*I certify that the information provided in this application is true and can be used for the application of Travel Support.*

***Please submit this form along with the "Expense Pre-Approval Form" to your department contact.***

*Remember to save/keep copies of the following during your travel, to be submitted upon your return with the "Guest/Student Business & Expense Claim Form": the conference agenda, certificate of attendance/name badge, e-ticket receipt and invoice, boarding passes, and detailed/itemized receipts (credit card receipts are not acceptable).*