### GRADUATE PROGRAMS IN REHABILITATION SCIENCESTRAVEL AWARD CRITERIA AND APPLICATION

Research trainees participating in the Graduate Program in Rehabilitation Sciences are eligible for a one-time travel award. Each student is eligible for 1 award during their program. Each Post-Doctoral Fellow is eligible for 1 award during their employment. Below is an explanation of the funds available to students:

* Up to $1000 will be available for MSc students
* Up to $1000 will be available to PhD students
* Up to $1000 will be available to Post-Doctoral Fellows
* Students will be able to apply for the travel award up to **1 year** after attending the conference as well as up to 1 year after the completion of their degree

**Please note: Students holding scholarships that have a research/travel allowance (including, but not limited to, CIHR Doctoral awards, Mitacs fellowships) are ineligible to apply for the RHSC Travel Award, but are still eligible for the G+PS Graduate Student Travel Fund.**

**Eligibility Criteria**

**Please review the following eligibility criteria carefully.** You must meet all criteria in order to be eligible for the RHSC Travel Award:

* present at a symposium or conference a refereed/invited paper of which you are the first author and the School is acknowledged;
* at the time of the conference, you must be registered as a full-time student, or present during or within one year of completing training program. If you are no longer currently registered in the MSc or PhD degree, please indicate the date of the presentation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and your completion date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
* have applied for a travel grant from the Faculty of Graduate & Postgraduate Studies (G+PS) (if a full-time student). See more information at [G+PS Graduate Student Travel and Research Dissemination Fund](https://www.grad.ubc.ca/awards/graduate-student-travel-research-dissemination-fund). Students are required to submit a copy of their G+PS travel fund application.

Use this space or an additional page to provide explanation if any of the criteria or steps in application process were not met. Providing an explanation does not guarantee that these criteria or processes will be waived.

Signatures provided by the Supervisor and Chair indicate that research trainee has met all criteria or student has met most criteria and sufficient explanation has been provided for those criteria waived.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research Trainee Supervisor Graduate Program Chair

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Graduate Programs in Rehabilitation Sciences**

**GRADUATE PROGRAMS IN REHABILITATION SCIENCES TRAVEL FUND**

**Procedure & Payment Information**

Applications for reimbursement will be accepted only after travel is completed. Otherwise, there is no deadline for submission. It normally takes two to four weeks for Financial Services to process travel requisitions.

**Eligible Expenses**

* Travel (at economy airfare prices)
* Accommodation
* Conference registration
* Meals

For information about per diem rates and other eligible travel expenses please see UBC Policy #83 - Travel and Related Expenses at <https://bog3.sites.olt.ubc.ca/files/2019/03/9_2019.03_Policy-83.pdf>

**Application for Reimbursement**

Students must submit the following to the RHSC Program Assistant rehab.gradprogram@ubc.ca:

* Completed Application Form (below) - must be signed by student **and** faculty supervisor.
* Completed checklist (below) with signatures.
* Proof of conference presentation - a copy of the conference program (preferred), letter, or e-mail listing student’s name and the title of student’s poster/presentation
* Complete conference program agenda, if claiming meals. Actual meal receipts or per diem can only be claimed for meals not provided or included in conference registration.
* The G+PS graduate student travel award application form: <https://www.grad.ubc.ca/forms/graduate-travel-fund-application>
* A copy of the approval or denial letter from the G+PS travel award (**if a full-time student**).
* Scans of original, itemized, and dated **receipts** for reimbursement of air travel and/or other expenses to be reimbursed:
* Redacted credit card statement or missing receipt statement is acceptable if you misplace receipt(s). See application below for further details.
* Copy of airline tickets or itinerary/airline receipt. (Invoice or itinerary/receipt must show ticket number, breakdown of cost and form of payment).  If a boarding pass was provided, please submit with receipts.
* Reimbursement will occur through the Student Service Centre (SSC). Students must accept their travel award in SSC once processed. Funds will then be direct deposited to the student’s personal account.

**GRADUATE PROGRAM IN REHABILITATION SCIENCES STUDENT TRAVEL FUND- APPLICATION**

|  |  |
| --- | --- |
| **Last Name:**  | **First Name:**  |
| **UBC Student No:**  |  |
| **E-mail Address:**  |

*Please check all that apply:*

**Graduate Registration**

☐ I was registered as a full-time UBC graduate student at the time of the conference

**Research Graduate Student Travel Fund Application**

☐ I have completed all relevant sections of the Graduate Student Travel Fund Application

☐ I have signed and dated the Graduate Student Travel Fund Application

☐ My faculty supervisor has signed and dated the Graduate Student Travel Fund Application on \_\_\_\_\_\_\_\_\_\_\_\_\_(date)

**Proof of Presentation**

☐ I have included a copy of the conference program (preferred), letter, or e-mail listing my name and the title of my poster/presentation

☐ I have highlighted my name and the title of my poster/presentation.

**Receipts**

☐ I have attached scans of original, itemized, and dated receipts.

☐ I have included a missing receipt memo if necessary \*

☐ I am claiming meal expenses, and therefore I have submitted a copy of the **complete** conference program

\* Missing Receipts: for small expenses with no receipt, claimant can submit a memo attesting to the loss of the receipt and that the expense will not be claimed through other sources.  Samples: <https://bog3.sites.olt.ubc.ca/files/2019/03/9_2019.03_Policy-83.pdf>

**Previous Travel Claims**

☐ Yes, I received funds from the Faculty of Graduate & Postgraduate Studies (G+PS) Graduate Student Travel Fund.  **Please note that you are eligible to receive funding from G+PS only** **ONCE PER DEGREE PROGRAM.**

☐ I have attached a copy of G+PS Travel Fund approval/decline letter

**UBC** has a contract with a travel agent and airlines which offer special rates to students who are making university-related travel. For further information on travel rates for students at UBC please refer to [**http://supplymanagement.ubc.ca/travel**](http://supplymanagement.ubc.ca/travel)

**GRADUATE PROGRAM IN REHABILITATION SCIENCES STUDENT TRAVEL FUND- APPLICATION (Page 2)**

|  |  |
| --- | --- |
| **Conference Title:** |  |
| **Conference Location:****(City and Country)** |  |
| **Start Date of Conference:** |  |
| **End Date of Conference:** |  |
| **Title of Paper/Poster Presented:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **$ Amount** | **Currency** | **Office Use Only** |
| **Airline:** |  |  |  |
| **Car Rental:** |  |  |  |
| **Mileage:** |  |  |  |
| **Other Transportation:** |  |  |  |
| **Meals (if not included in conference registration)****Receipts or per diem:** |  |  |  |
| **Accommodation** |  |  |  |
| **Conference Registration:** |  |  |  |
| **TOTAL EXPENSES:** |  |  |  |

**I hereby certify that the travel expenses claimed above comply with UBC policy #83 (Travel Policy)**

|  |
| --- |
| **Student Signature:** |
| **Date:** |