



## GRADUATE STUDENT TRAVEL SUBSIDY

POLICY (Revised January 2024)

\* See page 2 for travel grant application form \*

1. To be eligible for travel funds, a student must be registered as a graduate student in good standing in the Department of Philosophy both at the time of application and at the time of travel.
2. Students are eligible for travel funds only when they are presenting or commenting on a paper at a refereed conference.
3. Students may be reimbursed for a maximum of 2 conferences per year (September 1 - August 31) with a maximum of \$1000 per conference. Students may not bank unused travel funds.

**NOTE: reimbursements for travel taken must be claimed within the same fiscal year (noted above).**

**Payments will not be made retroactively.** Students must submit the Travel Grant Request Form (page 2 of this document) prior to the travel.

#### 4. BEFORE YOU TRAVEL:

- i) Fill in the Travel Funds Request Form (page 2 of this document)
- ii) Have the form signed by your advisor/supervisor (digital signature is acceptable)
- iii) Submit the **signed form and a conference program** by email to [graduate.phil@utoronto.ca](mailto:graduate.phil@utoronto.ca) and [evan.drapeau@utoronto.ca](mailto:evan.drapeau@utoronto.ca).
- iv) Register with [Safety Abroad](#) (only necessary if you are traveling outside of Canada)

**NOTE: requests not approved prior to travel are not eligible for reimbursement.**

5. The Director of Graduate Studies will be the final authority on conference eligibility.
6. **All receipts must be submitted via email to [evan.drapeau@utoronto.ca](mailto:evan.drapeau@utoronto.ca) within fourteen (14) days of the end of the conference. These may include:**
  - Transportation E-ticket(s) plus scans of the original boarding passes
  - Taxi cab/ ride share receipts
  - Hotel bill
  - *Itemized* meal receipts – indicating food, NOT credit card receipt; alcohol not eligible
  - Car rental bill
  - Conference registration receipt

**NOTE: applicants are not allowed to claim a generic per diem for the duration of travel. Itemized receipts must be submitted for reimbursement.**
7. Each application for funds is reviewed by the Director of Graduate Studies; no application is guaranteed to be successful. Reasons for rejecting a funding application can include the following: non-availability of funds; incomplete documentation; ineligibility of applicant; etc.
8. For complete details on eligible expenses and proper claim submission procedures, please consult the [U of T Expense Reimbursement Checklist](#) and the [Policies and Guidelines on Travel and Other Reimbursable Expenses](#).



TRAVEL FUNDS REQUEST FORM

**\*See page 1 for policy \***

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

VISA STUDENT

DOMESTIC STUDENT

I have read the policy on the travel subsidy for graduate students on the reverse side of this form and I agree to abide by this policy.

STUDENT'S SIGNATURE\*: \_\_\_\_\_

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CONFERENCE TITLE: \_\_\_\_\_

CONFERENCE SPONSORING ORGANIZATION - APA:  EASTERN  CENTRAL  PACIFIC

OTHER (Please print full name): \_\_\_\_\_

HOST/VENUE (Institution & City): \_\_\_\_\_

DATE(S) OF CONFERENCE: \_\_\_\_\_

TITLE OF PRESENTATION: \_\_\_\_\_

PART OF RESEARCH AREA:  YES  NO

ESTIMATED NUMBER OF ATTENDEES at conference: APA: EASTERN (1750) CENTRAL (850) PACIFIC (1250)

OTHER (Please provide estimate): \_\_\_\_\_

TOTAL EXPECTED TRAVEL EXPENSES: \$ \_\_\_\_\_ AMOUNT REQUESTED (max \$1000): \$ \_\_\_\_\_

ADVISOR'S/SUPERVISOR'S SIGNATURE\*: \_\_\_\_\_

GRADUATECOORDINATOR'S SIGNATURE\*: \_\_\_\_\_

\*\*\*\*\*

\* CC: Graduate Office

**\*If you wish to add digital signatures to this form, consider the following three options:**

1. This form is equipped to accept a Digital ID File (.p12 or .pfx) in all signature fields. You may need to download and open the form in a PDF reader rather than in your web browser to do this.
2. Download the form and open it in a free PDF editor such as PDFescape. Then upload an image of the signature to the appropriate field.
3. Download the form and open it in Microsoft Word or Adobe Acrobat DC. Then upload an image of the signature to the appropriate field.