



**GRADUATE STUDENT TRAVEL SUBSIDY POLICY** (Revised August 2018)

\* 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 (1) they are presenting a paper in their primary area of research at a refereed conference, or (2) they are traveling to meetings of the American Philosophical Association for interview(s) for jobs or post-doctoral positions in philosophy (or a cognate discipline).
3. Students may be reimbursed for a maximum of 2 conferences per year (September 1 - August 31) with a maximum of \$800 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 (see reverse) 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 by email to *graduate.phil@utoronto.ca* and *m.opoku.pare@utoronto.ca*, and in hard copy to the Graduate Office (4th floor, Jackman Humanities Building)  
**\*Note:** requests not approved prior to travel are not eligible for reimbursement
5. The Graduate Chair will be the final authority on conference eligibility.
6. **A copy of the program or schedule from the conference organizers that includes the applicant's role in the conference must be included with the application. Evidence of a job interview must be included if applicant is applying for funds on these grounds.**
7. **ORIGINAL TRAVEL RECEIPTS ARE REQUIRED FOR REIMBURSEMENT; PHOTOCOPIES ARE NOT ACCEPTABLE. Receipts must be submitted TO MARGARET within fourteen (14) days of the end of the conference:**
  - E-ticket plus original boarding passes
  - Airplane ticket plus original boarding passes
  - Taxi cab receipts/ground transportation receipts
  - Hotel bill
  - *Itemized* meal receipts – indicating food, NOT credit card receipt
  - 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.***
8. Each application for funds is reviewed by the Graduate Coordinator; 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.
9. 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](#).

DEPARTMENT OF PHILOSOPHY University of Toronto

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\*: \_\_\_\_\_

\*\*\*\*\*

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 \$800): \$ \_\_\_\_\_

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

GRADUATE COORDINATOR'S SIGNATURE\*: \_\_\_\_\_

\*\*\*\*\*

CC: Graduate Office

Business Manager

**\*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.