

DEPARTMENT OF PHILOSOPHY - University of Toronto

GRADUATE STUDENT TRAVEL SUBSIDY POLICY (Revised: October 2015) **

See reverse 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 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-docs 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 (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 the Travel Funds Request Form
 - ii) Have the form signed by your advisor/supervisor
 - iii) Submit the signed form to the Graduate Office

*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 the applicant is seeking funds on these grounds.**
7. **ORIGINAL TRAVEL RECEIPTS REQUIRED FOR REIMBURSEMENT; PHOTOCOPIES ARE NOT ACCEPTABLE. Receipts must be submitted TO THE GRADUATE OFFICE 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

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.

DEPARTMENT OF PHILOSOPHY University of Toronto

TRAVEL FUNDS REQUEST FORM

**** see reverse 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