

Graduate Travel Policies

There are currently four potential sources of funding for graduate students to travel for the purpose of presenting their research (paper or poster presentations) at a national or international conference, budget permitting:

- The Faculty of Graduate Studies and Research (FGSR) funds up to one conference presentation per degree, to a maximum of \$1300 for a student in the Master's program and \$1500 for a student in the PhD program.
- The Faculty of Arts (through the Clifford H. Skitch Fund) and the Department of Psychology may provide up to \$250 per academic year (July 1 – June 30) for graduate student travel to present as first author.
- The W. Frank Epling Graduate Travel Award may provide one award of up to \$400 each year to present as first author.
- A student's Supervisor may fund conference travel if he or she deems it beneficial to the student's program and/or career. Faculty are encouraged to consider funding student travel when resources are available.

Sources of funding may be combined.

Application Procedures

Check for information on [FGSR travel funding](#)

For Skitch/Departmental funding, students should apply to the Associate Chair for Graduate Studies. The application should consist of a brief statement indicating

- the name and nature of the conference
- the title and authors, including authorship order, of the presentation
- the value of the conference and presentation for the student's training and career
- the status of FGSR travel funding (e.g., used previously and not available for the current conference, to be used for a subsequent conference, or to be combined with Skitch/Departmental funding for the current conference)

Students wishing to apply for the Epling Travel Award should apply to the Associate Chair for Graduate Studies by October 1 for travel during that academic year. The application should consist of a brief statement identical to the statement required to

apply for Skitch/Departmental funding. Presentations in the areas of behavioral psychology, animal learning, behavioral neuroscience, or physiology and behaviour will be given priority. The Associate Chair for Graduate Studies in consultation with the Graduate Scholarship Committee will select the application to be awarded on the basis of the stature of the conference and the match of the presentation to the research interests of Frank Epling. A student may hold the award only once. If no applications are received by October 1, the award will be granted to the first eligible applicant during the year.

Reimbursements

Generally, students are reimbursed for travel expenses after the fact, and students are responsible for retaining appropriate receipts. For travel funding received purely from FGSR, students should consult FGSR's procedures for expense reimbursements. For all other travel funding, including travel funded entirely through faculty grants, the student should submit to the Graduate Program Assistant

- receipts and other expense details
- a copy of the conference program pages documenting the name, location, and dates of the conference and the student's participation
- information about all sources of funding for the travel

The Graduate Program Assistant will prepare a travel claim form for the student's review and signature.

Revision History

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