



Graduate Student Travel Reimbursement Request Form

Grants are available to students in the Graduate Department of Kinesiology for attending and presenting a paper at learned society/scientific meetings. Students can make only one application per year (September – August), to a maximum reimbursement of \$250. After a student has received one grant, s/he must have a paper accepted for presentation, in order to qualify in subsequent years. Complete applications are reviewed on an ongoing basis and funds are awarded after returning from the academic travel. Incomplete forms will not be accepted. **INSTRUCTIONS:**

1. Complete Section A & B and attach:
 - a. All related receipts, credit card, and bank statements
 - b. Conference Information: First page of program that shows conference name, dates, venue
 - c. If Presenting: Documentation (i.e. section in the program that displays this information)
2. SAVE ORIGINAL RECEIPTS (including the "not for travel" portion of airline tickets) to support your claim
3. Submit form and documents to the Graduate Department of Kinesiology (grad.kpe@utoronto.ca /BN110)

Section A:

Name: _____ Phone Number: _____

Student Number: _____ Degree/Year of Study: _____

E-mail: _____ Date(s) of Travel: _____

Address: _____

Destination: _____ Purpose of Travel: _____

Section B: Expenses

Airfare	
Mileage \$0.54 / km (up to maximum 500 km round trip)	
Accommodation	
Meals	
Registration	
Other – Specify	
Total Expenses	
Claim Amount (Not to exceed lesser of Total Expenses and \$250)	

DECLARATION BY CLAIMANT: I certify that I have incurred the expenses claimed, they are in compliance with University policies & procedures, all sponsor terms and conditions (if applicable) & have not been claimed through other sources.

Signature of Claimant: _____ Print Name: _____

Date: _____

Graduate Department of Kinesiology use only

Authorized Approval: _____ Print Name: _____

Title: _____ Date: _____ a e: _____

Financial Services use only

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