



CFIS Travel Awards

Quick Facts

50 Awards up to a maximum value of \$500 are available for travel between 1 May 2010 and 1 March 2011. Applications must be made after return travel has been completed.

Eligibility

The CFIS Travel Award provides travel support to a maximum of \$500 per student who presents a paper or poster at an official conference or symposium while they are enrolled full-time in a CFIS degree program, and to students on the MAPPS Program travelling overseas for their Practicum, IAR 525.

- Students attending a conference or symposium must have used their FoGS Graduate Student Travel Fund.
- Students on official on-leave status are not enrolled full-time. Full-time enrollment ceases at the end of the month when all degree requirements are completed, not at the time of convocation.
- CFIS Masters students may apply once per degree program.
- CFIS PhD students may be eligible for a second award, subject to justification from their supervisor.

Eligible Expenses

- Travel (at economy airfare prices)
- Accommodation
- Conference or symposium registration
- Meals during conference or symposium

For information about per diem rates please see [UBC Policy #83 – Travel and Related Expenses](#)

Application for reimbursement

- Students must complete the CFIS Travel Award application form. A separate form is available for MAPPS students claiming expenses for overseas travel for their Practicum, IAR 525.
- Proof of conference presentation or program agenda must be attached; in the case of MAPPS students travelling for their Practicum, IAR 525, a letter or email from the MAPPS Program Advisor confirming the dates and location of their Practicum should be submitted.
- If claiming reimbursement for meals, complete conference or symposium program agenda must be attached. Actual meal receipts or per diem can only be claimed for meals not provided or included in the conference or symposium registration.
- Original, itemized, dated receipts must be submitted for all expenses claimed. Credit card receipts that are not itemized are not acceptable for reimbursement.
- For air travel, the original ticket with passenger itinerary/receipt is required. A passenger itinerary/receipt is required for e-tickets.
- The form must be signed by the student and their faculty supervisor.

Reimbursement to student

Reimbursement will first be applied to any outstanding fees. If there are no fees outstanding, students will receive a cheque from Enrolment Services. Students will receive an email once the cheque is available for pick-up.

Deadline

Students must submit completed applications prior to 1 March 2011.

Please submit your application to:

**CFIS Travel Awards
Graduate Program Manager
College for Interdisciplinary Studies
164-1855 West Mall
Vancouver, BC, V6T 1Z2**