



## RES Student Travel Award Policy, Procedure and Application Form

### Policy and Procedure

The RES Student Travel Award provides reimbursement of eligible travel expenses up to CAD \$500 per award to full--time RES students presenting a paper or poster at an official 'field--relevant' conference or symposium. Student workshops/conferences are not eligible for this award.

There are 10 RES Travel Awards issued each fiscal year (April 1 – March 31), as outlined below.

RES Travel Award Periods	Number of Award per Period
September 1 -- December 31	A maximum of 3 Awards approved
January 1 -- April 30	A maximum of 4 Awards approved
May 1 -- August 31	A maximum of 3 Awards approved

The RES Student Travel Awards are assigned on a first--come, first served basis to eligible full time RES students. Any unused Awards will be rolled forward to the following period. In cases where more students apply than Awards available, funding will be allocated on the basis of need. Awards are issued on a one per program basis. RES students on official leave status are not eligible for this award. Full time enrollment ends on the last day of the month in which all degree requirements have been met, not at convocation.

The RES Travel Award is assigned to an eligible RES student **BEFORE** they attend their conference; the RES Student is then reimbursed after they return from their conference upon presentation of original, itemized receipts for every item being claimed. No appropriate/eligible receipts = no RES Award reimbursement. Please carefully review the list of eligible expenses.

**Before attending a conference:** Reserve an RES Student Travel Award. Check eligibility.

- Confirm with the IRES Graduate Program Manager their eligibility and that there is an Award available during their requested period.
  
- **Full--time RES students must also meet the following eligibility criteria:**
  - D The RES student must have first asked their supervisor(s) for funding to cover their conference/travel expenses prior to applying for the RES Student Travel Award.
  - D The RES student has the full support of their supervisor(s) to attend the conference or symposium.
  - Δ The RES student's rate of progress in their program is at an acceptable level.
  - Δ The RES student is enrolled full--time and an active participant in the RES program.
  - D The RES student is not on official leave from the program.



- Δ The RES student is not currently receiving funding from any of the larger graduate awards, or their equivalents, including a Tri-Council CGS, Trudeau, Vanier or similar fellowships.
  - If you are, you can still apply but will be prioritized lower than those receiving less funding.
- D Travel advances are not eligible when claiming the RES Student Travel Award.
- D No shared costs/receipts (i.e. accommodation) can be submitted when claiming the RES Student Travel Award.
  - Example: If accommodation costs are shared, the RES Travel Award applicant **MUST** have their own itemized receipt in their name for the portion of the accommodation cost they wish to claim.

### Eligible expenses

Applicants **must** submit original, itemized, and dated receipts for all expenses claimed. PLEASE NOTE: If you have one individual expense for close to \$500 please submit that one expense. You may hold onto other receipts to submit elsewhere (ie G+PS). Credit card receipts that are not itemized are not acceptable for reimbursement. For air travel, original ticket/boarding pass with passenger itinerary/receipt is required (or other proof of travel if boarding pass not available). A passenger itinerary/receipt is required for e-tickets.

- Travel – economy airfare prices only.
- Conference Registration.
- Poster Printing Costs.
- Accommodation – **no shared costs**; each RES Student Travel Award applicant **MUST** have an accommodation receipt in their own name for their share of costs.
- Other Transportation – Car, Taxi, Bus, Train, etc.
- Meals – **Itemized, individual** receipts required. No shared meal receipts. Alcohol is not eligible for reimbursement.

### G+PS Graduate Student Travel Fund:

You are eligible to receive the G+PS Graduate Student Travel Fund once during your degree program. It can be used for the same conference as the RES student Travel Award, or for a separate conference:

<https://www.grad.ubc.ca/awards/graduate-student-travel-fund>

#### Important:

- If you are seeking reimbursement from both the RES Travel Award and the G+PS Travel Fund for the same conference, you **must** let the IRES Graduate Program Manager know before the RES Travel Award is processed!
- IRES will site stamp any receipts over and above \$500 (please limit submitting expenses over \$500 wherever possible) and will return originals to you in order that you can claim the G+PS travel fund.
- If you do not let the IRES Graduate Program Manager know in advance, your original receipts will be submitted to Accounts Payable without site stamping and they will no longer be available to you for the G+PS Travel Fund and/or a Faculty member's grant.



## RES Student Travel Award -- Application Form

- Complete **ALL** relevant areas of the RES Student Travel Award application form.
- Provide a copy of the conference program, letter or email confirmation listing the student's name and title of poster/presentation (highlight your name and title).
- Submit both documents to the IRES Graduate Program Manager before you leave for your conference.

### RES Student Information

<b>Student Name</b>		<b>UBC student #</b>	
<b>Mailing Address</b>		<b>Email</b>	

### Conference Information

<b>Conference Name</b>	
<b>Conference Location</b>	
<b>Start date of Conference</b>	
<b>End date of Conference</b>	
<b>Title of Paper/Poster Presented</b>	

### Financial Information

If eligible, the maximum RES Travel Award reimbursement is \$500 CAD.

<b>Eligible Expenses</b>	<b>Costs (Post---Trip) in CAD\$</b> <small>*Receipts <b>must</b> be attached for all items claimed*</small>
<b>Airline Ticket</b> --- original boarding pass and receipt required.	
<b>Other Transportation</b> --- Car, Taxi, Bus, Train, etc. Only individual transportation will be reimbursed.	
<b>Meals</b> -- individual, itemized receipts required; no alcohol	
<b>Accommodation</b> --- each student <b>must</b> have a receipt in their own name. No shared accommodation receipts.	
<b>Conference Registration</b>	
<b>Total Expenses Claimed (up to \$500)</b>	

UBC Accounts Payable generally takes 4---6 weeks to process this award and for you to receive reimbursement.

**Funding Information:** List all funding you are currently receiving.

Type of Funding	Amount (CAD\$)
Tri--Council/Affiliated/Vanier/Other Awards or Fellowships	
Supervisor/Departmental Stipend (GRA, GAA, Work Learn)	
Create AAP/SBSP/Other	
<b>Total Funding Received:</b>	

**Checklist:**

- I have read and understood the above RES Student Travel Award Policy, Procedure and Eligibility Criteria and confirm I am eligible to apply.
- I have completed the application form and attached a copy of the conference program, letter or email confirmation listing my name and title of my poster/presentation.
- I do not have any other travel funds available (from Supervisor or other Awards).
- I hereby certify that the travel expenses claimed above comply with UBC Policy #83 (<http://www.universitycounsel.ubc.ca/policies/policy83.pdf>).
- I am the person presenting the paper or poster noted above.

<b>Student Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Supervisor Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>IRES Graduate Program Manager:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Eligible RES Travel Award Amount:</b>  (Completed by IRES Grad Program Manager upon submission of all eligible receipts)	<b>\$ CAD _</b>	<b>Date:</b>