



RES Student Travel Award **Application Procedure, Eligibility, and Reimbursement Form**

The RES Student Travel Award provides reimbursement for up to \$500 CAD of eligible expenses incurred from travel to an academic conference where you are presenting a paper or poster. You can only be granted this award once during your program. RES Student Travel Awards are assigned on a first-come, first-served basis to eligible full-time RES students. There are 10 RES Travel Awards issued per academic year (September – August).

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. Without appropriate/eligible receipts, RES Award reimbursement cannot be processed. Please carefully review the list of eligible expenses and the documentation required for each.

Note: You are also 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>

Application Procedure:

The application procedure is informal. Before attending the conference, ensure you are eligible (criteria listed below) and then complete the following steps:

- Email the Graduate Program Manager to say that you would like to be considered for an RES Student Travel Award and cc your supervisor. Also include a copy of the conference program, letter, or email confirmation listing your name and title of poster/presentation. If you are planning to apply for the G+PS Travel Fund for the same conference, please state this in your email as it affects how IRES must process your receipts.
- Your supervisor must email the Graduate Program Manager to confirm their approval of your application.
- The Graduate Program Office will then review your request and confirm if there is an award available to be held for you.
- If approved, upon return from the conference, submit the attached RES Travel Award Reimbursement Form to the Graduate Program Manager. This form requires ink signatures and all original, itemized receipts for the expenses being claimed.

Eligibility:

You must be a full-time RES student presenting a paper or poster at an official 'field-relevant' conference or symposium. Student workshops/conferences 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.)

You must also meet the following eligibility criteria:

- Not currently on official leave from the program.
- Have asked your supervisor(s) for funding to cover conference/travel expenses prior to applying for the RES Student Travel Award.



- Have the full support of your supervisor(s) to attend the conference or symposium.
- Rate of progress in your program is at an acceptable level.
- Not currently receiving funding from any of the larger graduate awards, or their equivalents, including a Tri-Council CGS, Trudeau, Vanier or similar fellowship.

Eligible Expenses

You **must** submit original, itemized, and dated receipts for all expenses claimed. Credit card receipts that are not itemized are not acceptable for reimbursement. No shared costs/receipts (i.e. accommodation) can be submitted when claiming the RES Student Travel Award. For instance, if accommodation costs are shared, you **MUST** have your own itemized receipt in your name for the portion of the accommodation cost you wish to claim.

Eligible expenses include:

- Travel – economy airfare prices only. The original ticket with passenger itinerary/receipt is required. For e-tickets, a passenger itinerary/receipt is required.
- Conference Registration Fee.
- 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 – you can either claim meal per diems or submit **itemized, individual** receipts for exact meal costs. No shared meal receipts. Alcohol is not eligible for reimbursement. For per diem regulations, see <https://finance.ubc.ca/travel/reconcile/meals-diem>

NOTE:

- If you have one individual expense for close to \$500, please submit that one expense. You may hold onto the other receipts to submit elsewhere (i.e. G+PS)
- This award cannot be provided as a cash advance. It can only be awarded as reimbursement of expenses that you have already paid for.



RES Student Travel Award - Reimbursement Form

- This is not an application form. To apply for this award, see attached Application Procedure.
- Complete this form when you return from your conference, only if you were approved for funding prior to the conference date.
- You must attach a copy of the conference program, letter, or email confirmation listing your name and title of your poster/presentation (highlight your name and title).
- Submit the completed form and attachments to the IRES Graduate Program Manager within 30 days of returning from your conference.

RES Student Information

Student Name		UBC Student #	
Mailing Address		Email	

Conference Information

Conference Name	
Conference Location	
Start Date of Conference	
End Date of Conference	
Title of Paper/Poster Presented	

Financial Information

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

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

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	
Total Funding Received:	

Checklist:

- I have already applied for and been approved for this funding by the Graduate Program Office.
- I have completed the reimbursement form in full and attached a copy of the conference program, letter, or email confirmation listing my name and title of my poster/presentation.
- 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.

Student Name:	Signature:	Date:
Supervisor Name:	Signature:	Date:
IRES Graduate Program Manager:	Signature:	Date:
Eligible RES Travel Award Amount: (completed by IRES Grad Program Manager upon submission of all eligible receipts)	\$ CAD _____	