

TO BE SUBMITTED AFTER ATTENDING CONFERENCE

The personal information collected on this form is collected under the legal authority of the Royal Charter of 1841, as amended. The personal information collected on this form will be used to confirm your eligibility for this award.



CLAIM FORM

Department of Chemistry Graduate Student Conference Award

To process payment of a Conference Travel Award (CTA) this form must be filled out and submitted to the Chemistry Graduate office no later than four (4) weeks after the date of the conference.

The Graduate Coordinator will view your documents and upon approval, a Conference Travel Award payment request will be sent to the School of Graduate Studies. A CTA will be paid in one installment directly to your bank account of record in SOLUS.

If your expenses are \$300 or less, you will receive that amount as a Conference Travel Award (CTA). To claim any remaining expenses as reimbursement, a Travel Expense Claim through the Employee Reimbursement System (ERS) is required with receipts. Original itemized receipts must support the claim. On the form, indicate the \$300 CTA as personal expense. A printed expense report and all hard copy receipts must be submitted to the Graduate Assistant for verification. **IMPORTANT: Make sure you designate Dawn Free as the approver not your supervisor. Once Dawn has reviewed your request, she will then assign it to your supervisor for final approval.**

TO REQUEST PAYMENT:

Complete this form and attach the following:

Registration receipt obtained at conference							
All original hard copy receipts attached. ERS expense report, if applicable, showing CTA has been designated as personal expense							
Copy of conference agenda showing your oral or poster presentation							
First Name:				Last Name:			
Student#:		Supervisor:		Program:		Year of Study:	
Title of Conference:							
Poster Presentation			Oral Presentation				
Conference Location:				Date(s) of Conference:			
Total Cost of Claim (ERS + CTA):							

Approved by Supervisor

As supervisor, I confirm that the applicant attended the conference described above.

Supervisor Signature: _____ Date: _____

For Office Use Only					
<u>Approved by Graduate Coordinator</u>					
Grad Coordinator Signature: _____				Date: _____	
Processed by Finance Coordinator		Date submitted to Supervisor for approval:			
Processed by Graduate Assistant		Date:		Amount:	