



## **Travel Award Application**

This award was established by the GSA to assist with registration and travel costs for full or part-time graduate students who are presenting at a nationally or internationally recognized conference within Canada or elsewhere.

### ***General Information:***

- Applicant must be registered at the University of Lethbridge as a part or full-time graduate student at the time of the conference this award is to be applied to.
- Students may receive the award once per degree level. The maximum award is \$500.00 per degree level.
- The GSA reserves the right to partially reimburse students to cover the reasonable market value of the expenses. Reasonable expenses assume that you are shopping around and paying reasonable or fair market value for the items or services you are claiming.

**Deadlines to submit are ongoing however your application must be received prior to the beginning of the conference in which this award is to be applied to.**

**Incomplete applications will automatically be rejected**

***Applications can be emailed to [gsa@uleth.ca](mailto:gsa@uleth.ca) or submitted to:***

Graduate Students' Association  
University of Lethbridge  
Room M2041 (Markin Hall)  
4401 University Drive W  
Lethbridge, AB, T1K 3M4,  
Canada



## Travel Award Application

**PLEASE FILL ELECTRONICALLY OR PRINT USING BLUE OR BLACK INK**

### Applicant Information

Last Name:	Given Name(s):	Student ID No.:
Social Insurance No.:	Mailing Address:	
City:	Province:	Postal Code:
Mobile Phone:	Home Phone:	Office Phone:
Email Address:	Current Degree Level (circle/highlight):      Master's / PhD Full-Time / Part-Time	
Faculty:	Department:	Major:
Program Start Date:	Expected Completion Date:	Number of Months Completed:
Citizenship (circle/highlight): Canadian Citizen    Permanent Resident    International Student		
Have you received this award during your current degree level (circle/highlight)? YES    NO		

### Conference Information

Name of Conference	
Location of Conference	
Date(s) of Conference	
Conference Website	
Are you currently registered to attend the above conference (circle/highlight)? YES    NO	
Have you submitted an abstract for the above conference (circle/highlight)? YES    NO	
Has your abstract been accepted for the above conference (circle/highlight)? YES    NO	

*Please note that applications chosen to receive the award that do not yet have an accepted abstract or if the applicant has not registered for the conference, they will receive conditional approval, with full approval occurring once proof of registration and accepted abstract can be provided*



## Travel Award Application

*I understand that if this declaration is not signed, my Travel Award application cannot be considered for funding.*

Declaration (please read before signing):

**I understand that I may be denied the Student Service Award if:**

- I am not currently a registered University of Lethbridge part or full-time graduate student. I make a false or misleading statement in this application.
- I do not comply with a request from the GSA to provide information or documents to verify information in this application.
- I have already been awarded a GSA Travel Award within my graduate degree level.
- My social insurance number is not on file with the University of Lethbridge

**I declare that:**

The information provided on this application and all attachments are true. I understand that all the information provided is subject to verification.

If I will be travelling internationally for this conference, I will follow the Student Safety Abroad policy (as outlined on Page 4).

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Student Name (please print)	Student Signature	Date (DD/MM/YYYY)
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Supervisor Name (please print)	Supervisor Signature	Date (DD/MM/YYYY)
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## University of Lethbridge – Student Safety Abroad

The University recognizes that international travel plays an important role in business, research and academics. International programs also provide global opportunities to gain diverse cross-cultural experiences which can strengthen conceptual, analytical, linguistic and cross-cultural skills.

The Student Safety Abroad policy (<http://www.uleth.ca/policy/student-safety-abroad-policy>) sets out standards to ensure safer experiences for University of Lethbridge students who travel internationally as part of a university program or activity.

All students are required to complete a Travel Risk Orientation (on-line or in person) through Campus Safety prior to departure and REGISTER (<https://www.uleth.ca/campus-safety/forms/student-safety-abroad-registry>) their travel outside of Canada as it relates to University sponsored activities and programs.

The University has partnered with International SOS (<http://www.uleth.ca/risk-and-safety-services/international-sos>) to assist university travelers with anything from the preplanning stages of travel through any emergency or concern while working or studying outside the borders of Canada. The University's unique membership number is 27AYCA545904 and can be used when downloading the International SOS smart app and logging into the SOS website through the web portal.

For more information please contact Campus Safety, Insurance & Risk ([insurance.risk@uleth.ca](mailto:insurance.risk@uleth.ca)) or visit supporting web pages for further information and resources (<http://www.uleth.ca/risk-and-safety-services/university-travel-outside-canada-0>)



Applicant's Use	Office Use	Checklist
		Completed GSA Travel Award Application
		Proof of enrollment for semester in which the conference takes place (or current semester if conference is in future) <i>In this case, conditional approval will be granted to successful applications with full approval granted once future enrollment is received</i>
		Abstract that has been submitted to the conference for which this award is to be applied, with title and authors (with affiliations) present
		A detailed statement of funding currently available (applied for or held) to you for your program. Include all scholarships, travel awards, bursaries, grants, research/teaching assistantships, etc.
		An estimated conference budget. This would include registration, travel, accommodation, etc.
		Proof of either (1) abstract submission or (2) abstract acceptance
		Receipt of conference registration

For Office Use Only	
Date Received (DD/MM/YYYY)	
Received By	
Date Reviewed	
Reviewed By	
Amount Approved	
Date of Award Distribution	

This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection Privacy (FOIPP) Act. The personal information will be used for award eligibility assessment purposes and the aggregate data will be used for evaluation and statistical summaries. The University of Lethbridge Graduate Students' Association may directly contact Revenue Canada, other federal departments, provincial or municipal departments, employers, financial & educational institutions without your consent, when necessary, to determine and verify your eligibility for the GSA Student Service Award. All information collected by the University of Lethbridge Graduate Students' Association is protected by provisions of the FOIPP Act. If you have any questions about the collection, use or disclosure of your personal information, contact GSA at 403.329.2132.