



Wallis Hall 223 Traill College  
315 Dublin St, Peterborough, Ontario, Canada K9H 7P4  
Email: [gsa@trentu.ca](mailto:gsa@trentu.ca) Website: <http://www.trentgsa.ca>

## Conference Bursary Application

### Conditions:

- 1) TGSA conference bursaries are meant to provide funding for students who have not received full funding from other sources i.e. supervisor, scholarship, travel grant, etc.
- 2) Conference bursaries will be assessed three times per year, based on the date of attendance at the conference. Applications will be accepted no later than 5 days after the period end:
  - May 1 - August 31: Deadline for submission to TGSA is Sept 15th
  - Sept 1 - December 31: Deadline for submission to TGSA is Jan 15th
  - Jan 1 - April 30: Deadline for submission to TGSA is May 15th

**Please allow up to 6 weeks past the deadline for your cheque to arrive.**
- 3) The TGSA will reimburse 100% of expenses claimed, up to a maximum of **\$250.00** over a 12 month period. Due to budgetary constraints, rounds that experience a high volume of applications exceeding the allocated budget will result in fund pro-ration. In the event of fund pro-ration, the TGSA cannot guarantee that applicants will be reimbursed the entirety of their claim.
- 4) Only conference registration fees, workshop fees, membership fees, travel fees, accommodation fees and conference specific print costs can be claimed. Food is NOT an eligible expense.
- 5) **Attach all ORIGINAL receipts and proof of conference registration.** Photocopies will NOT be accepted. Electronic receipts are accepted only when originals are not issued. If you pay electronically, ask to have an original receipt issued to you when you attend the conference or reach the hotel. It is your responsibility to ensure that you obtain a receipt upon arrival. If receipts are in currency other than Canadian dollars, please make a note of the Canadian dollar equivalent at the time of payment.
- 6) Due to an increasing demand for conference bursaries, a limit of **\$250.00** per student per twelve (12) month period will be applicable. If you have attended more than one conference, then you can submit more than one application, however your application may be placed in a queue until the end of the year.
- 7) Return applications to: TGSA VP Finance, WH 223 Traill College

### Application:

Full Name: \_\_\_\_\_

Graduate Program: \_\_\_\_\_ Year of study: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_ Delivery Preference: Mail *or* Pick-up

Have you been awarded a TGSA conference bursary the last 12 months? \_\_\_\_\_



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Name of Conference: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Location: \_\_\_\_\_

Description of Cost	Amount Paid CAD (\$)	Other Funding Received? (If yes, indicate where)
<b>Total Expenses:</b>		
<b>AMOUNT CLAIMED:</b>		

Please write a brief summary in the space provided of what you presented (poster or paper). If you did not present, describe how attending the conference was of importance to your research:

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I certify that the amounts claimed were incurred by me for conference purposes, have not been reimbursed from another source, and that this Claim form has been completed accurately. I understand that if my request contains any items not eligible OR not supported by appropriate receipts, the item(s) will not be reimbursed and remain my personal responsibility.

Claimant's signature: \_\_\_\_\_ Date: \_\_\_\_\_