**FACULTY OF LAND & FOOD SYSTEMS  
2018-2019 LFS Graduate Student Travel Award (LFS GSTA) Application**

*Please submit completed, signed applications and all supporting documentation to:*

**Manager, Graduate Programs – Faculty of Land and Food Systems  
Room 344 MacMillan Building, 2357 Main Mall**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** (LAST, First): |  | | | |
| **Student Number:** |  | | | |
| **Email Address:** |  | | | |
| **Program:** |  | | **Degree (MSc or PhD)**: |  |
| **Supervisor**: |  | | | |
| **Expected completion date of degree requirements:** | |  | | |
| **Conference name:** |  | | | |
| **Destination:** |  | | | |
| **Dates:** |  | | | |
| **Title of Paper / Poster presented:** |  | | | |

*\*Students on official on-leave status are NOT eligible.*

|  |  |
| --- | --- |
| **\*Total conference expenses (as per Travel Requisition):** | $ |

\*Indicate the total amount of conference expenses, not only those adding up to $1500

**Total Support:**

|  |  |
| --- | --- |
| Contribution by supervisor: | $ |
| Contribution from other sources: | $ |
| Faculty of Graduate Studies Travel Fund: ($500) | $ |
| LFS Graduate Student Travel Award amount requested (up to $1,500) | $ |

***To avoid delays in processing your award, please ensure your application is complete and accurate. Use the checklist below to ensure you have provided all required supporting documentation.***

***Please check all that apply:***

|  |  |
| --- | --- |
|  | I have not previously claimed an LFS Graduate Student Travel Award (LFS GSTA) during my current degree program |
|  | I have already received an LFS GSTA during my current degree program |
|  | Date of previous LFS GSTA(s): |
|  | I confirm I was registered as a full-time\* UBC graduate student at the time of the conference. |
|  | I completed my graduate degree – my completion date was: |

**Faculty of Graduate & Postdoctoral Studies “Graduate Student Travel Fund”**

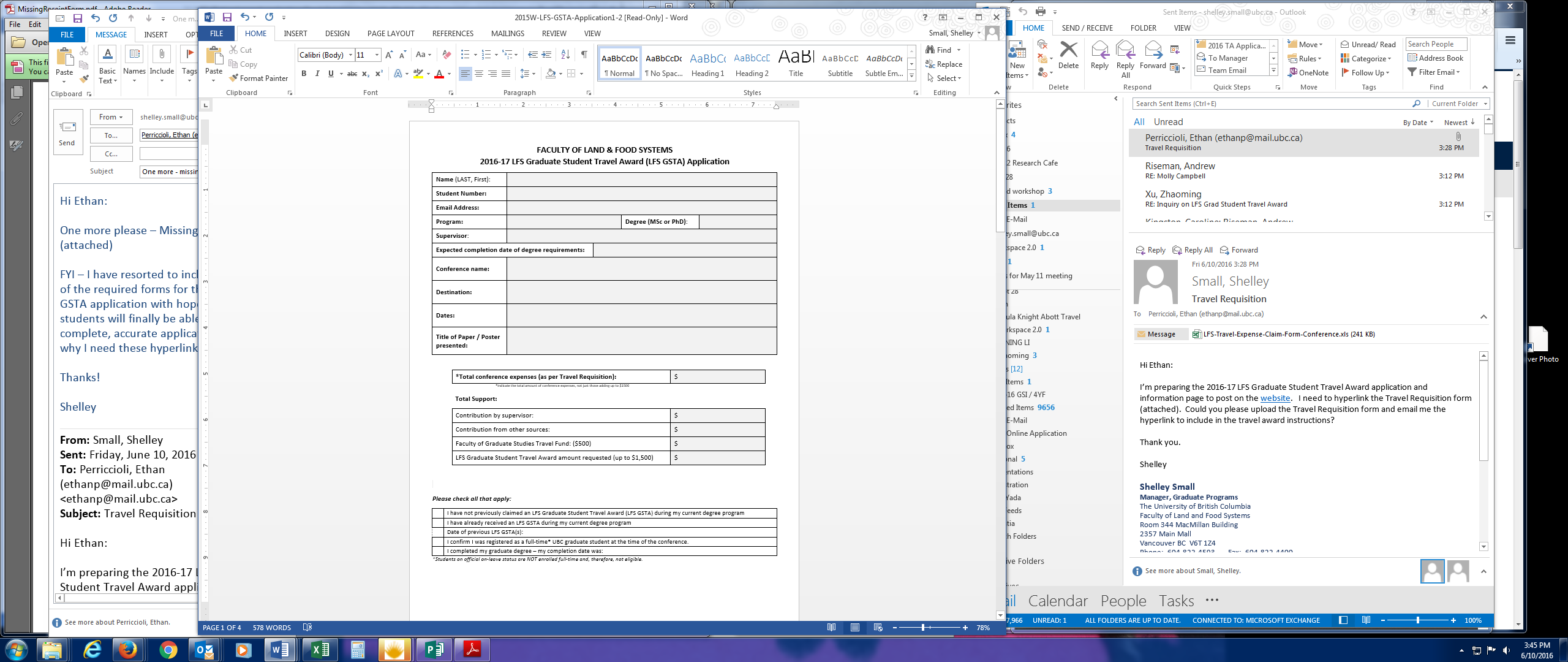
|  |  |
| --- | --- |
|  | I have applied for the [Faculty of Graduate Studies’ Graduate Student Travel Fund](https://www.grad.ubc.ca/forms/graduate-travel-fund-application) (copy attached)\* |
|  | I have completed my degree program and am unable to apply for the Faculty of Graduate Studies’ Graduate Student Travel Fund |

*\*If you are eligible, you must claim and receive the Faculty of Graduate Studies travel fund before you can apply for the LFS GSTA.*

|  |  |  |
| --- | --- | --- |
| Copy of Faculty of Graduate & Postdoctoral Studies “[Graduate Travel Fund Application](https://www.grad.ubc.ca/forms/graduate-travel-fund-application)”.  Please note, it is not necessary for you to wait to receive this funding prior to submitting the LFS Graduate Student Travel Award application. We only require a copy of the application as proof that you have applied. If this is not your first LFS Graduate Student Travel Award application, it is not necessary for you to submit a copy of your Graduate Travel Fund Application. |  |  |

**LFS Graduate Student Travel Award (LFS GSTA)**

|  |  |
| --- | --- |
|  | I have completed all relevant sections of the LFS GSTA application |
|  | I have signed and dated the LFS GSTA application |
|  | My supervisor has signed and dated the LFS GSTA application |
|  | I have included a copy of the conference program, letter, or e-mail listing my name and the title of my poster/presentation |
|  | I have highlighted my name and the title of my poster/presentation |



**\*Total conference expenses (as per Travel Requisition)**: Please make sure you enter the **entire amount of the conference** expenses in this section, not just what you are claiming. It should equal the total amount of all itemized items listed in the Travel Requisition.

**Travel Requisition Form and Receipts**

|  |  |
| --- | --- |
|  | I have attached a completed Travel Requisition form (must be signed by student and supervisor) including Expense Log |
|  | I have attached original, itemized, and dated receipts up to $1,500 |
|  | I have included a missing receipt memo if necessary |
|  | I am claiming meal expenses, and, therefore, I have submitted a copy of the complete conference agenda |

|  |  |  |
| --- | --- | --- |
| Travel Requisition (TR) form | Expense Log (included with TR form) | Missing Receipt form |
|  | Where applicable, you must provide receipts for each item listed in the Expense Log that you are claiming reimbursement. |  |

**Signatures**

*I hereby certify that the travel expenses claimed above comply with UBC policy #83 (Travel Policy):*

|  |  |
| --- | --- |
| **Signature of Student:** |  |
| **Date:** |  |
| **Signature of Supervisor:** |  |
| **Date:** |  |

Revised June 2018 sms