**2018 – 2019  
LFS Graduate Student Travel Awards (LFS GSTA)**

All LFS Graduate Student Travel Awards (LFS GSTA) are funded through the Ursula Knight Abbott Travel Scholarship in Agricultural Sciences.

The funds help defray the travel costs for students presenting a research paper or poster describing their thesis research at a scientific meeting, held by a professional society, outside the Lower Mainland. Reimbursement will only be made for attending the conference indicated in the application. The award will cover one conference per funding period. The funding period is September 1 to August 31. Conference dates are used to determine eligibility, not award application and/or submission date.

There is no application deadline. Applications will be reviewed and processed as they are received. Applications **submitted later than two months following the conference / presentation, will not be processed**.

Students are required to submit a completed application package to the Manager, Graduate Programs, LFS (room 344 – 2357 Main Mall, McMillan Building). If approved, an award nomination will be sent to the Faculty of Graduate & Postdoctoral Studies. Once processed, an electronic award offer will be emailed to the student. Please refer to the “[Awards Frequently Asked Questions](https://www.grad.ubc.ca/scholarships-awards-funding/awards-faq)” for any payment questions you may have. Typically, it takes approximately 7-10 business days from the day a student drops off a completed application to the time they receive payment.

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

The value of the endowed award is confirmed in June/July each year. As the value of the award can fluctuate each year, the number of awards available to students may be revised each year. Due to the anticipated 2018-2019 value of the endowment, we are able to provide awards for both MSc and PhD students as follows:

* **One award of up to $1,500 per funding period** (September 1 to August 31) for both MSc and PhD students:
  + MSc students: up to two awards\* per degree program;
  + PhD students: up to a maximum of three awards\* per degree program (students who transfer from MSc to PhD are eligible for a maximum of three LFS GSTA’s in total).

\*Please note: as this travel award is funded through an endowment, funding levels are reviewed annually. There is no application deadline; award applications are processed as they are received. For MSc students, funding is guaranteed for the first award of up to $1500; the second award is subject to funding availability. For PhD students, the first two awards of $1500 are guaranteed with the third being subject to funding availability.

* Students can receive the LFS GSTA for a period of up to six months following their program completion date.
* The LFS GSTA will appear on a transcript as “Ursula Knight Abbott Travel Scholarship in Agricultural Sciences”.
* The award can only be paid to a student; reimbursement for travel cannot be paid to a supervisor and/or speed chart.

**Eligibility**Travel support awards in amounts up to the specified maximum posted above are available for graduate students in research-based programs. Students must be registered as a full-time UBC graduate student at the time of the conference or have finished their degree requirements (“completion date”) no later than six month prior to date of conference.  Awards cannot be assigned to students who are on hold (usually financial).

**Eligible Expenses**

* Travel (economy airfare or advanced booking discount, whenever possible), car, bus
  + Students are encouraged to arrange travel with [University preferred vendors](http://supplymanagement.ubc.ca/travel).
* Accommodations
* Conference registration (student rate)
* Meals

Please ensure you are familiar with per diem rates and other eligible travel expenses PRIOR to your travel arrangements to avoid any confusion: please refer to  [UBC Policy #83 – Travel and Related Expenses](http://www.universitycounsel.ubc.ca/policies/policy83.pdf" \t "_blank).

**Application**Students are required to apply to the $500 Faculty of Graduate Studies Graduate Student Travel Fund prior to applying for their first LFS Travel Award. The only exception to this is if a student is applying after they have completed their program (only registered graduate students can received the Faculty of Graduate Studies Graduate Student Travel Fund).

An application for the LFS Travel Award will include:

* A photocopy of the submitted Faculty of Graduate Studies Graduate Student Travel Fund application;
* a completed “Faculty of Land and Food Systems Graduate Student Travel Award” application;
* an expense log and a completed Travel Reimbursement form signed by both the student and supervisor;
* original, itemized and dated receipts. If you are missing an original receipt, you must submit a Missing Receipt form;
* proof of conference presentation (conference program, acknowledgement letter/email listing your name and the title of your poster/presentation, etc.).