**FACULTY OF LAND & FOOD SYSTEMS  
2020-2021 LFS Graduate Student Conference Application**

**Due to travel restrictions as a result of COVID, the LFS Graduate Student Travel Award has been modified for 2020-2021 to encourage research-based students to participate/attend virtual conferences and further their research.**

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| --- | --- | --- | --- | --- |
| **Name** (LAST, First): |  | | | |
| **Student Number:** |  | | | |
| **Email Address:** |  | | | |
| **Program:** |  | | **Degree (MSc or PhD)**: |  |
| **Supervisor**: |  | | | |
| **Expected completion date of degree requirements:** | |  | | |

**Conference Reimbursement:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Conference Title:** |  | | | | |
| **Conference Location (City and Country):** |  | | | | |
| **Start/End Dates of Conference:** |  | | | | |
| **Title of Paper / Poster presented:** |  | | | | |
| **Expenses: (do not group expenses; list individual invoice/receipt)** | | **$ Receipt Amount** | **$ Converted to CDN** | **Office Use** |
| **Conference Registration:** | |  |  |  |
| **Membership\*:** | |  |  |  |
| **Other Expenses:** (use space below to provide details of expense – if in doubt of expense eligibility, contact LFS Grad Office via email **PRIOR** to submitting application) | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| **Total Amount of Conference Expenses:** | | **$** | **$** |  |

**\*Membership fees will only be reimbursed if cost of membership + member conference fees = less than non-member conference fees.**

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

Revised September 21, 2020.

**Instructions:**

* Eligibility – all currently registered LFS MSC and PhD students. Students on leave are not eligible.
* Expenses associated with a presentation are eligible for reimbursement (conference/membership fees, poster preparation/submission, etc).
* MSc and PhD students are eligible for 2 travel awards of up to $750 each. Conferences must take place between September 1, 2020 and August 31, 2021 (applications must be submitted by September 15, 2021 – there will be no exceptions allowed). These travel awards will not be counted towards regular LFS Graduate Student Travel Awards.
* Students may be approved to attend conferences without making formal presentations provided the conference is in their area of interest and would further their research. ***Please contact the LFS Manager, Graduate & Postdoctoral Studies for additional information. These requests must be preapproved to ensure available funding.***

**Checklist:**

**Application** (including student and supervisor signatures).

**Receipts**

**Proof of conference presentation**

**Pre-approval** (if applying for expenses to attend conference where not presenting)

*Please submit completed, signed applications and all supporting documentation* ***electronically*** *to:***Administrative Manager, Graduate & Postdoctoral Studies – Faculty of Land and Food Systems**[**shelley.small@ubc.ca**](mailto:shelley.small@ubc.ca)