**FACULTY OF LAND & FOOD SYSTEMS
2021-2022 LFS Graduate Student Travel Award (LFS GSTA) Application**

|  |  |
| --- | --- |
| **Name** (LAST, First): |  |
| **Student Number:** |  |
| **Email Address:** |  |
| **Program:** |  | **Degree (MSc or PhD)**: |  |
| **Supervisor**: |  |

|  |  |
| --- | --- |
| **Conference Title:** |  |
| **Conference Location (City and Country):** |  |
| **Start/End Dates of Conference:** |  |
| **Title of Paper / Poster presented** *(if applicable)***:** |  |

**Expense Summary:**

**NOTE**: List **ALL travel/conference expenses**, but only provide receipts up to $1,500 for reimbursement.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **$ Amount/currency** | **$ Converted to CDN** | **Office Use** |
| **Airline:** |  |  |  |
| **Car Rental:** |  |  |  |
| **Other Transportation:** |  |  |  |
| **Meals (receipts or per diem):** |  |  |  |
| **Accommodation:** |  |  |  |
| **Conference Registration Fees:** |  |  |  |
| **Membership fees\*:** |  |  |  |
| **Other Expenses:** (use space below to provide details of expense. If in doubt of expense eligibility please reference UBC Policy No. [FM8](https://universitycounsel-2015.sites.olt.ubc.ca/files/2021/10/Business-Expenses-Policy_FM8.pdf) – Travel and Related Expenses) |  |  |  |
| **Other expense:**  |  |  |  |
| **Other expense:** |  |  |  |
| **Other expense:** |  |  |  |
| **Other expense:** |  |  |  |
| **Total Amount of Conference/Research 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:** |  |

***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(s) 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:  |
|[ ]  I have completed all sections of the LFS GSTA application |
|[ ]  I have included scanned receipts totaling up to $1500 |
|[ ]  I have included [missing receipt declaration](https://link.landfood.ubc.ca/forms/finance/MissingReceiptForm-Oct09.pdf)(s), if applicable |
|[ ]  I have included a copy of the conference program, letter, or e-mail listing my name and the title of my poster/presentation |
|[ ]  **I hereby certify that the travel expenses claimed above comply with UBC policy** **[FM8 – Travel and Related Expenses](https://universitycounsel-2015.sites.olt.ubc.ca/files/2021/10/Business-Expenses-Policy_FM8.pdf)** |
|[ ]  **I confirm all details provided in this application are accurate and I have NOT received, or will receive in future, reimbursement for these expenses from other sources.** |

**Travelling outside of Canada**: When students are planning travel outside of Canada for university purposes, they have obligations under [UBC’s Student Safety Abroad Policy.](https://safetyabroad.ubc.ca/) Students are required to have adequate travel medical insurance, to register their travel on [UBC’s Safety Abroad Registry](https://registry.safetyabroad.ubc.ca/), and to use the resources provided by UBC to support safe travel planning and risk management. In locations where the Government of Canada has official travel advisories in place, students are required to request High-Risk Authorization before travelling.  For more information, see: <https://safetyabroad.ubc.ca> or email safety.abroad@ubc.ca.

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

**Administrative Manager, Graduate & Postdoctoral Studies – Faculty of Land and Food Systems**

**shelley.small@ubc.ca**