**FACULTY OF LAND & FOOD SYSTEMS
2021-2022 LFS Graduate Student Virtual Conference Application**

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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) |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| **Total Amount of Conference Expenses:** | **$** | **$** |  |

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

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

Revised January 24, 2022 sms

**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 **Graduate Student Virtual Conference** reimbursementsof up to $500 each. Virtual conferences that exceed $500 must be claimed as an LFS Graduate Student Travel Award application and will count towards LFSGSTA allotments. Conferences must take place between September 1, 2021 and August 31, 2022 (applications must be submitted by September 15, 2022 – there will be no exceptions allowed). These travel awards will not be counted towards regular LFS Graduate Student Travel Awards.

**Checklist:**

[ ] **Application** (including student and supervisor signatures)

[ ]  **Receipts**

[ ]  **Proof of conference presentation**

*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**