**2022-2023
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 following **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. Although there is no deadline, applications must be submitted within 2 months of the end date of conference. Please note: if you are attending a conference in August, it is important that you submit your completed application by August 31st, otherwise it will be paid out in the following funding period.

Students are required to submit a complete application package, via email, to the Administrative Manager, Graduate & Postdoctoral Studies, LFS (**shelley.small@ubc.ca**). Once 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 submission of an application to receiving an offer from G&PS.

Provided students meet the eligibility criteria and submit a complete application with receipts, they are guaranteed the following base number of awards:

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

\*The value of the fund is confirmed in June/July each year. As the value of the fund can fluctuate each year, there may be funds available to offer additional awards.

Due to the current value of the endowment, for the September 1, 2022 to August 31, 2023 period, 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**: **two awards**\* per degree program;
	+ **PhD students**: **three awards**\* per degree program (students who transfer from MSc to PhD are eligible for a maximum of three LFS GSTA’s in total).

Students can receive the LFS GSTA for a period of up to six months following their program completion date. The period of eligibility is six months from **program completion date** to the **end date of the conference**. We are not able to extend this period.

The award can only be assigned to a student; reimbursement for travel cannot be paid to a supervisor and/or program code. If a supervisor is able to or wants to cover expenses, students can reimburse grants or operating accounts after they have received the LFS Graduate Student Travel Award by cheque to the LFS Finance Office.

The LFS GSTA will appear on a transcript as “Ursula Knight Abbott Travel Scholarship in Agricultural Sciences”.

**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 months prior to the last date of the conference.

**Eligible Expenses**

* Travel (economy airfare or advanced booking discount, whenever possible), car, bus
* 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  [Travel Expenditures](https://finance.ubc.ca/expenditure-guidelines-0/travel-expenditures).

A complete application will include:

* Signed application form (student & supervisor)
* Scanned receipts up to $1500
* Missing receipt declaration (if applicable)
* Confirmation of presentation: letter, email, or copy of program page clearly showing student’s name.

**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.

*If you have any questions, please don’t hesitate to contact the LFS G&PS Administrative Manager (shelley.small@ubc.ca)*