



Graduate Studies

Application for Conference & Travel Funding

Any personal information collected on this form is protected under the Freedom of Information and Protection of Privacy Act. The information you provide will be used to update your OCAD U records. These records are only viewed by OCAD U administrative staff and are not released to any other parties.

Name

Student Number

Program

Note: Only full-time graduate students in the first five terms of study are eligible to apply for funding. Funding is limited to a maximum of \$500.00 per student per year and is subject to the availability of funds and the approval of the Graduate Program Director. Please attach a copy of the conference registration information (e.g., registration fee and program) and any other correspondence that indicates the paper or exhibit has been accepted. Preference will be given to individuals who are presenting a paper or exhibiting. Remember to retain a record for your file. Submit completed forms to the Office of Graduate Studies, at least 60 days in advance of proposed conference.

Name of Conference

Dates

Location

Conference URL

Your Role

Attendee only

Paper Presenter

If paper presenter, has your paper/abstract been accepted?

Yes

No

If no, when do you expect to hear about your acceptance?

Other (Please provide details)

Budget Request	\$ Amount
Travel (airfare, bus, train, local ground transportation)	
Accommodation	
Meals	
Conference Registration (provide a copy of registration information)	
Incidentals	
TOTAL	

Student Signature

Date

Graduate Program Director

Amount Approved

Date

For office use only

Date Paid:

Amount: