

Western Epidemiology and Biostatistics Student Council (WEBSC) Travel Award Guidelines

The Western Epidemiology and Biostatistics Student Council (WEBSC) offers three Travel Awards per year to students to offset the cost of attending an academic conference or workshop. Awards are valued at a maximum of \$500 each. Awards will be given out in mid-June each year, for academic conferences and workshops attended in the prior 12 months.

Eligibility criteria:

- Attended a conference or workshop in the 12 months prior to the award deadline (June 14)
- Must be a graduate (MSc, PhD) student enrolled in the Department of Epidemiology and Biostatistics at the time of the conference
- For conferences, the student must be the presenting author (poster or oral presentation)
- Students awarded this travel award during the last cycle are not eligible

A hard copy of the application form (next page) for the WEBSC Travel Award must be submitted, along with (if applicable):

- Copy of the conference agenda to substantiate dates, location, and which meals were covered as part of the registration fee
- Copy of the registration confirmation and abstract submitted
- Original travel receipts and boarding passes (will only be reimbursed up to the economy rate)
- For meals, you may claim either an allowance (receipts not required) or actual meal costs supported by original itemized receipts, up to the maximum allowable Treasury Board Meal rates. For more information, please visit https://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html and select Meal Reimbursement Rates
- Supporting documents showing expenses in Canadian dollars (e.g. credit card statement), if the expenses were incurred in a foreign currency

A hard copy of the completed application form and applications materials must be submitted to the Academic Programs Coordinator, in Kresge room K201. Please staple everything together. Applications can only be submitted *three weeks* prior to the application deadline. Earlier applications will **not** be accepted.

If your application is approved, you will be required to submit an on-line travel claim. A member of WEBSC will assist you with this process if you have not submitted a claim before. Payment is made via direct deposit if you have an active record in the HR system.

Deadline: June 14, 2019 by 3:00pm.

Any questions should be addressed to the Chair of the WEBSC, Klajdi Puka (kpuka@uwo.ca).

**Western Epidemiology and Biostatistics Student Council (WEBSC)
Travel Award Application Form**

Last Name _____ First Name _____
 Year/month Expected Graduation _____ Status Full-time Part-time
 Email _____ MSc PhD

Information for Conference or Workshop Attended

Name of Conference/Workshop _____
 Location of Conference/Workshop _____
 Date(s) of Conference/Workshop _____

Expenses Relating to Conference / Workshop

Please list your out of pocket expenses below and attach the original receipts in the order listed below. Please only claim expenses which your supervisor and/or other sources (e.g. SOGS, other awards) have not/will not cover.

Conference/workshop registration and related expenses	Canadian \$
Travel expenses (All flight receipts must be accompanied by boarding passes)	
Accommodation expenses (If your accommodations were shared, only claim your portion)	
Other expenses	

Total out of pocket costs (sum of above), CDN \$ _____

All other costs for which you have been (or will be) reimbursed (no receipts required) CDN \$ _____

Applicant (Student): By signing below I confirm the following:

- All the information enclosed is accurate and true.
- I have declared all funding received (or will be received) to assist with these expenses.
- Hard copies of the application materials (as indicated above) are included with this application.

Signature _____ Date _____

Supervisor: By signing below I confirm the following:

- All the information enclosed is accurate and true.

Name _____ Signature _____ Date _____

Please refer to the travel award guidelines. A hard copy of this application, along with the application materials, must be given to the Academic Programs Coordinator in K201. Deadline: June 14. Applications may be submitted 3 weeks prior to the deadline; earlier applications will not be accepted.