

## **Conference Reimbursement – Revised 2016**

Students are eligible to receive up to \$300 per conference to help offset conference costs. The following stipulations must be followed:

a) Time in Program - Students who are within their program of studies, defined as the first two years of the MA program and the first three years of the PhD program following enrollment in the program (not including approved leaves), are guaranteed monies from the fund to a maximum of \$300 per conference at which they are presenting, contingent upon resources. This timeframe is defined as the program of studies in that a full course load is assumed. Students who choose to lessen their course load each year do not extend their program of studies in this working definition.

Students who are one year beyond their program of studies (the third year of the MA program and the fourth year of the PhD program) are eligible to apply for conference monies from the ASP fund, to a maximum of \$300 per conference at which the student is presenting. These applications will be given lower priority than those of in-program students, and are contingent upon available resources in the ASP fund and ASP faculty determination of eligibility. Students should address the following issues in their application: justification for this request; current employment status; and other sources of financial support available.

b) Students requesting funds must be presenting at the conference (either poster or oral presentation) as either first author or second author with faculty supervisor. In the case of multiple student authors on a presentation, only the senior student author will normally be eligible for reimbursement. Please provide verification to the ASP coordinator.

c) Students must submit a list of anticipated expenses to the ASP coordinator for approval before you travel. Submitting a list of anticipated expenses will help to ensure that the most economical travel arrangements have been made and that all the intended expenses fall within the university criteria for reimbursement. The program coordinator reserves the right not to approve unnecessary expenses, and some expenses are just not allowed by Finance so be sure to get prior approval or you may find yourself out-of-pocket for some expenses. The coordinator, once eligibility has been approved, will advise the student on how to complete the appropriate travel approval forms on the Concur system. Approval via Concur is required prior to travelling and is necessary for obtaining reimbursement of travel expenses.

d) Students must retain all original receipts as they are necessary for reimbursement

e) Students are responsible for submitting the required travel expense claim report (with all necessary receipts) via the Concur system and obtaining all the necessary approval.

f) Students must be willing to present the material at the ASP research team meeting

## **Professional Development**

Students are eligible to receive up to \$300 per annum for professional development purposes (attending workshops, training sessions, etc.). To be eligible, a student must adhere to the above guidelines and also submit a request to the ASP coordinator, prior to registering, outlining how the specific workshop will enhance the professional development of the student (fit with thesis research, skills-based training, etc).

**Note: in the case that a student is presenting at a conference and attending a workshop at the same conference, the student will be eligible for up to \$300 for conference expenses plus the registration fee of the workshop.**