

Research Training Centre – Trainee Travel Award

Forward Travel Application Form to **Kristine Antony, rtc@smh.ca.**

PART A		Trainee Travel Application Form	
Trainee Name			
Trainee Type	<input type="checkbox"/> Graduate Student	<input type="checkbox"/> Postdoctoral Fellow	
Lab/Office Telephone #			
E-mail Address			
Supervisor			
Supervisor E-mail			
Graduate School: (if applicable)			
Name of Conference / Workshop			
Location of Conference			
Date(s) of Attendance	From (mm/dd/yy): To (mm/dd/yy):		
PART B		Reimbursement Information	
<input type="checkbox"/> Cheque	<i>If awarded, after conference, please complete the Payment Requisition Form or the Employee Reimbursement Requisition Form (whichever is applicable)</i>		
<input type="checkbox"/> Transfer* Cost Centre #	<i>* A copy of the original Requisition Form with expenses must be submitted.</i>		
PART C		Signatures	
We agree that all submitted receipts are originals covering the expenses for travel. We agree that none of these expenses have been reimbursed through any other source of funding and understand that this application will not be processed if found otherwise.			
Signature of Trainee:		Date:	
Signature of Supervisor:		Date:	
Please Note:	1. Maximum amount of reimbursement is \$1,000 CAD		
	2. Only eligible expenses documented by ORIGINAL valid receipts and proof of payment will be reimbursed. If original receipts have been submitted for payment by PI, then copies will be accepted for transfer of funds.		