

# Research Training Centre

## Trainee Travel Award Application

*Please email your completed application form, abstract acceptance, receipts (if applicable) to [rtc@smh.ca](mailto:rtc@smh.ca).*

PART A: Trainee Information	
Trainee Name	
Trainee Type	<input type="checkbox"/> Graduate Student <span style="margin-left: 100px;"><input type="checkbox"/> Postdoctoral Fellow</span>
E-mail Address	
Supervisor	
Supervisor E-mail	
Graduate School: (if applicable)	
Name of Conference	
Location of Conference	
Date(s) of Attendance	From (mm/dd/yy): To (mm/dd/yy):
PART B: Reimbursement Information	
Supervisor Account # Format: Company (X) – AU (XX) - Activity	
PART C: Signatures	
<p>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.</p>	
Signature of Trainee:	Date:
Signature of Supervisor:	Date:
Please Note:	
	1. Maximum amount of reimbursement is <b>\$1,000 CAD</b> – this will be transferred to your supervisors account.
	2. Please submit original receipts to your PI, and copies of receipts to the RTC.