



## **RMES Student Travel Award – Policy, Procedure and Application**

### **Policy and Procedure**

The RMES Travel Award provides reimbursement of eligible travel expenses up to CAD\$ \$500 per award to full-time RMES students presenting a paper or poster at an official ‘field-relevant’ conference or symposium. Student workshops/conferences are not eligible for this award.

There are 10 RMES Travel Awards issued each fiscal year (April 1 – March 31), as outlined below.

<b>RMES Travel Award Periods</b>	<b>Number of Award per Period</b>
September 1 - December 31	A maximum of 3 Awards approved
January 1 - April 30	A maximum of 4 Awards approved
May 1 - August 31	A maximum of 3 Awards approved

The RMES Travel Awards are assigned on a first-come, first served basis to eligible full time RMES applicants. Any unused Awards will be rolled forward to the following period. Awards will be allocated to all eligible RMES students given the number of applications in any one period is equal to or less than the number of Awards available.

In cases where more students apply than Awards available, funding will be allocated on the basis of need.

Any student issued an Award is eligible to apply again the following year; however, priority will be given to those who have not received funding in the previous year.

RMES students on official leave status are not eligible for funding. Full time enrollment ends on the last day of the month in which all degree requirements have been met, not at convocation.

The RMES Travel Award is assigned to an eligible RMES student **BEFORE** they attend their conference/symposium; the RMES Student is then reimbursed after they return from their conference upon the presentation of original, itemized receipts for every item being claimed. No appropriate receipts = no RMES Award reimbursement. Please carefully review the list of eligible expenses.

### **Before attending the conference or symposium:**

- ☐ The RMES student **MUST**:
  - Confirm their eligibility and that there is an Award available during their requested period with the Graduate Program Manager.
  - Complete and submit the RMES Travel Award Application form and provide a copy of the conference program, letter or email confirmation listing the student’s name and title of poster/presentation (please highlight your name and title).

### **Full-time RMES students must also meet the following eligibility criteria:**

- ☐ The RMES student must have asked their supervisor(s) for funding to cover their conference/travel expenses prior to applying for the RMES Travel Award.
- ☐ The RMES student must submit a completed RMES Travel Award application and an accepted conference abstract to the IRES Graduate Program Manager **BEFORE** the conference they wish to attend. Doing this allows the IRES Graduate Program Manager to confirm a student’s eligibility and pre-approve them for an Award.



- ☐ The RMES student understands and agrees that they must apply for and receive their eligible funding from the Graduate and Postdoctoral Studies (G+PS) Graduate Student Travel Fund **before** they submit their RMES Travel Award receipts for reimbursement to the IRES Graduate Program Manager.
  - If claiming the G+PS Student Travel Fund and the RMES Travel Award for the same conference, the G+PS funding **MUST** be received before the RMES Travel Award will be processed.
  - Full information on the G+PS Graduate Student Travel Fund can be found here:  
<https://www.grad.ubc.ca/awards/graduate-student-travel-fund>
  - Make copies of **ALL** receipts, not just those submitted to G+PS Travel Fund
- ☐ The RMES student has the full support of their supervisor(s) to attend the conference or symposium.
- ☐ The RMES student's rate of progress in their program is at an acceptable level.
- ☐ The RMES student is enrolled full-time and an active participant in the RMES program.
- ☐ The RMES student is not on official leave from the program.
- ☐ The RMES student is not currently receiving funding from any of the larger graduate awards, or their equivalents, including a Tri-Council CGS, Trudeau, Vanier or similar fellowships.
- ☐ Travel advances are not eligible when claiming the RMES Travel Award.
- ☐ No shared costs/receipts (i.e. accommodation) can be submitted when claiming the RMES Travel Award.
  - Example: If accommodation costs are shared, the RMES Travel Award applicant **MUST** have their own itemized receipt for the portion of the accommodation cost they wish to claim.

### **Eligible expenses**

Applicants **must** submit original, itemized, and dated receipts for all expenses claimed. If any original receipts are submitted to the G+PS Student Travel Fund claim, copies of those receipts are acceptable. Credit card receipts that are not itemized are not acceptable for reimbursement. For air travel, original ticket with passenger itinerary/receipt is required. A passenger itinerary/receipt is required for e-tickets.

- Travel – economy airfare prices only
- Conference Registration
- Poster Printing Costs
- Accommodation - no shared costs; each RMES Travel Award applicant **MUST** have an accommodation receipt in their own name for their share of costs.
- Other Transportation – Car, Taxi, Bus, Train, etc.
- Meals - **ITEMIZED** receipts required; alcohol not eligible for reimbursement.



## **RMES Travel Award Application Form**

- Complete **ALL** relevant areas of the RMES Student Travel Award application form.
- Provide a copy of the conference program, letter or email confirmation listing the student's name and title of poster/presentation (highlight your name and title).
- Submit complete RMES Travel Award application package to: IRES Graduate Program Manager, 430-2202 Main Mall, Vancouver, BC, V6T 1Z4

### **RMES Student Information**

<b>Student Name</b>		<b>UBC student Number</b>	
<b>Mailing Address</b>		<b>Email</b>	

### **Conference Information**

<b>Conference Name</b>	
<b>Conference Location</b>	
<b>Start date of Conference</b>	
<b>End date of Conference</b>	
<b>Title of Paper/Poster Presented</b>	

### **Financial Information**

\* If eligible, the maximum RMES Travel Award reimbursement is \$500 CAD.

<b>Eligible Expenses</b>	<b>Estimated Costs (Pre-Trip) in CAD\$</b>	<b>Actual Costs (Post-Trip) in CAD\$</b> (Receipts attached for all Items)
<b>Airline Ticket</b> - original boarding pass and receipt required		
<b>Other Transportation</b> - Car, Taxi, Bus, Train, etc.		
<b>Meals</b> – individual itemized receipts required; no alcohol		
<b>Accommodation</b> - each student <b><u>must</u></b> have a receipt in their own name		
<b>Conference Registration</b>		
<b>Total Expenses Claimed</b>		



**Funding Information:** List all funding you are currently receiving.

Type of Funding	Amount (CAD\$)
Tri-Council/Affiliated Awards	
Supervisor/Departmental	
Bridge/Create AAP/SBSP/Other	
<b>Total Funding Received:</b>	

If any expenses are being reimbursed to a faculty supervisor, please fill out ALL of the fields below:

Speedchart:		Account:		Fund:	
Dept. ID:		Project/Grant:		Amount (CAD\$):	

Number of conferences attended or planning to attend this academic year: \_\_\_\_\_

**Checklist:**

- ☐ I have read and understood the above RMES Travel Award Policy, Procedure and Eligibility Criteria and confirm I am eligible to apply.
- ☐ I have completed the application form and attached a copy of the conference program, letter or email confirmation listing my name and title of my poster/presentation.
- ☐ I do not have any other travel funds available (from Supervisor or other Awards).
- ☐ I hereby certify that the travel expenses claimed above comply with UBC Policy #83 (<http://www.universitycounsel.ubc.ca/policies/policy83.pdf>).
- ☐ I am the person presenting the paper or poster noted above.

<b>Student Name:</b>	<b>Signature</b>	<b>Date:</b>
<b>Supervisor Name:</b>	<b>Signature</b>	<b>Date:</b>
<b>IRES Graduate Program Manager Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Eligible RMES Travel Award Amount:</b>  (Completed by IRES Grad Program Manager upon submission of all eligible receipts)	<b>\$ CAD</b> _____	<b>Date:</b>