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 905-378-5717

REQUEST FOR CONFERENCE FUNDING APPLICATION FORM

Please ensure you have read and understood the **Conference funding for UGME Students Policy and Process** document.

STUDENT INFORMATION:

Student First Name:	Student Last Name:	Class:
Email:	Student Phone Number:	Mailing Address:

CONFERENCE INFORMATION:

Name of Conference:	Location of Conference:	Date(s) of Conference:
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Brief Overview of Conference:

Purpose of Conference Attendance; Including Description of Conference Involvement:

Request for Leave of Absence from the Program: Yes No N/A Applied: Received:

TRAVEL EXPENSES:

Please attach a conference program and documentation of travel costs. Original receipts will be required before payment can be processed. Original boarding passes are not required unless airfare is the only expense being claimed, otherwise a flight itinerary is sufficient. There is no per diem allocated for conferences.

TRAVEL EXPENSES – DETAILS	AMOUNTS
Registration Expenses:	
Accommodation Expenses:	
Travel Expenses:	
Other:	
TOTAL:	

Are any of these expenses covered by another funding source? No _____ Yes _____ If yes, which ones? _____

Student Signature

_____ Signature	_____ Date
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Assistant Dean/Regional Assistant Dean Approval

\$ _____ Amount Approved	_____ Signature	_____ Date
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