Application for Conference Travel Support
Faculty of Engineering and Computer Science

Concordia University — Engineering and Computer Science

(MUST apply PRIOR to attending the conference)

Applicable to *Non-Tenured Faculty* or *2nd or 3rd Year GSSP Eligible PhD Students* only

Name: _____   ID: _____

Department: _____   E-mail: _____

GSSP Funding: Yes   No   Conference Date: _____

Conference: _____

Title of Paper/Poster to be presented: _____

You must include with this application:

A. Copy of Paper Acceptance
B. Conference Itinerary
C. Estimated Expenses:
   a. Economy air/rail fare $_____
   b. Meals $_____
   c. Accommodations $_____
   d. Registration Fees (Attach Notice of Fees) $_____
   e. Others (Itemize) $_____
   1. Total Estimated Cost $_____
D. Amount requested: $_____
E. Other Sources of funding: $_____

Required Approval:

Chair or Director for Non-Tenured Faculty _____

Supervisor for 2nd or 3rd Year GSSP Eligible PhD Students _____

Reviewed by Department Administrator _____

Reviewed by Budget Office _____

Please see Rules and Regulations for complete details of the ENCS Conference Travel Support.

Rules and Regulations

1. Applications for travel funding must be submitted prior to attending the conference. Applications submitted after the fact will not be considered.

2. To be eligible, students must be a GSSP Eligible PhD student in their 2nd and 3rd year. Faculty members must be non-tenured.

3. The maximum allowance is $500 per applicant per fiscal year.

4. The applicant must be presenting a paper (or a poster) at the conference to be eligible. A copy of the conference program or itinerary must be included with this application (for expense reports related to travel airfare, please include boarding passes).

5. For information/assistance with submitting an application for funding, call Josie Frazzetto at the Faculty Budget Office @ 4185 (EV2.219).

6. Please submit your expense report and original receipts to Caroline Clayton at the Faculty Budget Office @ 5969 (EV2.217).