

# APPLICATION FOR GUEST/STUDENT TRAVEL

DATE: \_\_\_\_\_

Last name:	First name:
Address:	Phone Number: Email Address:

**REASON FOR TRAVEL:** (How does this relate to University business? If claiming on a Research fund, how does this relate to the research project? Is any extra context around special circumstances necessary to process this application?)

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Attach any additional information you have regarding your reason for travel (i.e., Conference Brochure)

## DETAILS:

Destination	
Dates for Travel	

<b>COSTS</b> (in CAD)	Transportation (air fare economy):
Per diem	Registration Fee:
Accommodation:	Other Costs:
Taxi:	TOTAL:
Source of Funding - Department or Award Number:	

## RESEARCH FUNDING SECTION: (required information for all research expenses)

Applicant Relationship to Grant: <ul style="list-style-type: none"><li><input type="radio"/> Grantee</li><li><input type="radio"/> Student researcher</li><li><input type="radio"/> Research personnel</li><li><input type="radio"/> Visiting researcher</li><li><input type="radio"/> Other: _____</li></ul>	Type of Trip: <ul style="list-style-type: none"><li><input type="radio"/> Conference</li><li><input type="radio"/> Collaborative Trip</li><li><input type="radio"/> Field Work</li><li><input type="radio"/> Other: _____</li></ul>
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## AUTHORIZATION:

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*I approve of the travel*

Signing Authority: \_\_\_\_\_ Date: \_\_\_\_\_