

WESTERN UNIVERSITY
Don Wright Faculty of Music
Graduate Studies in Music

Request for Support for Graduate Student Travel

Funding of up to \$500.00 CAD for travel to present a paper (or equivalent) at a conference (or comparable event such as a professional workshop) is available to graduate students. This funding is limited, so be sure to apply as soon as possible after receiving confirmation of your participation in the event.

Step 1: Complete the information below, and submit electronically (preferably) or in hard copy to the Graduate Program Assistant ayardley@uwo.ca or TC 216. Please include with this form a copy of the acceptance of your paper or invitation to present as well as quotes for anticipated expenses (i.e., travel and hotel). This step should be completed before the event.

Restrictions:

- The invitation to present should come in response to a public Call for Papers (or equivalent).
- The work you present should be work completed in the context of your program at Western or under the supervision of a faculty member here. Alternatively, if it is as “special invitation,” it should come from an institution with which you have not previously been affiliated as a student. Consult the Associate Dean (Graduate Studies) cnolan@uwo.ca if you are uncertain about whether the invitation meets these requirements.
- You may not receive support more than once for the same paper. That is, if a paper is accepted for presentation at two or more conferences, you may receive funding for only one.
- You will not normally be funded for more than one event per fiscal year (May 1-April 30).

Step 2: Within 60 days after the event, you must submit an online travel expense claim through Western’s Financial Services for reimbursement. Contact ayardley@uwo.ca for assistance. Note that you will need to include: original, itemized receipts (including boarding passes if airfare is claimed); a printed copy of the email from Dr. Nolan approving your request; and, a copy of the conference (or equivalent) program with your name as a presenter.

Student name	
Date of request	
Name of event	
Date(s) of event	
Location of event	
Title of your presentation	

Proposed Budget:

Type of Expense	Estimated Cost
Registration Fee	
Airfare	
Accommodation	
Transport – Please Specify:	
Meals	
Other – Please Specify:	
TOTAL	
Amount requested (maximum \$500)	

Send completed form, a copy of the acceptance of your paper or invitation to present, and quotes for travel and hotel expenses (if applicable) to ayardley@uwo.ca