



Graduate students with demonstrated financial need who are travelling for the purpose of attending a conference, conducting research or taking a graduate course are encouraged to complete a Graduate Need-Based Travel Grant Application. To learn more about these travel grants, use the online [Graduate Awards Search](#). Travel grants are given to help with the additional costs associated with travelling expenses, like airfare, conference registration fees, visa applications, vaccinations, etc., incurred while away from home for research or educational purposes.

Deadline dates are June 30 for Fall and/or Winter travel, October 1 for Winter travel and March 15 for Summer travel.

Completed forms and all other required documents can be dropped off to Student Financial Services in the University Centre, Level 3 or can be scanned and emailed to awards@uoguelph.ca

First Name: _____ Last Name: _____

Student ID: _____ Program: _____

Department/School: _____ Primary Advisor: _____

Have you previously received funds for travel during your current program? ☐ Yes ☐ No

If yes, what is the name(s) and date(s) of the award(s)? _____

Please indicate the semester that you will be travelling:

☐ Summer semester: Application due **March 15**

☐ Fall and/or Winter semester: Application due **June 30**

☐ Winter semester: Application due **October 1**

Where are you going? (Country/City) _____

When will you depart? (year/month/day) _____

When will you return? (year/month/day) _____

For Office Use Only:

Has Need: _____

Previous Travel Grants Awarded to Student: _____

Semester Previous Travel Grants Paid: _____

Approved Travel Grant: _____ Amt: _____

Denied: _____ Reason: _____

AIDE: _____ Notified: _____ Refund: _____

Reason for your travel:

- ☐ Exchange/study abroad through the Centre for International programs (considered a registered U of G student)
- ☐ Attending a conference
- ☐ Presenting at a conference – paper accepted
- ☐ Presenting at a conference – decision pending
- ☐ Taking a course
- ☐ Conducting research
- ☐ Other (specify: _____)

Describe your travel plans and explain how this travel is related to your program of study.

Provide a list of your travel expenses (include costs directly related to your travel only, such as airfare, vaccinations, passport fees, etc. but NOT tuition, books, etc.).

Travel Advisory Information: *To be completed only by students whose travel destination is outside Canada*

Funding applications for travel to destinations for which the Government of Canada has a Travel Warning will not normally be considered. Please read the University of Guelph's [Safe Travel Policy](#) and check the [Government of Canada's website for Travel Warnings](#).

Check either A or B below. If completing B, **all three boxes** must be checked and signatures obtained.

- A. ☐ I have checked the Government of Canada's website and certify that there are no Travel Warnings for my destination country and/or region as of this date.

Student's Signature: _____ Date: _____

- B. ☐ There is a Travel Warning for my destination and there are extenuating circumstances which require me to travel there.
☐ I have obtained the approval of my advisor and the Dean of my college to travel to a destination for which the Government of Canada has issued a Travel Warning.
☐ I have also contacted Lynne Mitchell in the Centre for International Programs (lmitchel@uoguelph.ca) and after meeting with her, have signed the appropriate High Risk Waiver, which will remain on file in the Centre for International Programs.

Advisor's Signature: _____ Date: _____

College Dean's Signature: _____ Date: _____

Centre for International Programs: _____ Date: _____

Additional Funding: *To be completed by the student's primary advisor*

Please note that advisors have a responsibility to make a significant financial contribution to student travel especially when the travel relates directly to or is required for the student's research.

What are the benefits of this travel to the student's program?

Will you be funding part of the student's travel?

- ☐ Yes If yes, amount of funding: \$ _____
☐ No If no, please provide the reason:

Advisor's Signature: _____ Date: _____

Additional Information and Checklist: To be completed by all students

Application Checklist:

- ☐ I have completed all appropriate sections of the application and obtained all required signatures.
- ☐ I have attached a Graduate Financial Need Assessment Form OR have already filed a Graduate Financial Need Assessment Form with Student Financial Services for the semester of proposed travel.

If my travel plans change to something other than what was reported on this application, I will inform Student Financial Services immediately. I understand that if I receive a travel grant in support of the travel opportunity listed on this application and these plans change, I may be required to return this travel grant.

Student's Signature: _____ Date: _____

Notice of Collection, Use and Disclosure of Personal Information

The University of Guelph collects personal information under authority of the *University of Guelph Act* (1964) and the *Freedom of Information and Protection of Privacy Act* (FIPPA), R.S.O. 1990, c.F.31 as amended. The information collected will be used for the purposes of administering financial assistance and awards. Information may also be used by other University of Guelph officials to carry out their authorized academic and administrative responsibilities, and for other purposes as outlined in the [Notice of Collection, Use and Disclosure in the Graduate Calendar](#). Should you have any questions concerning the collection of your personal information, you can contact Student Financial Services at (519) 824-4120 ext. 58715.