



# Travel and Conference Fund Application Guidelines 2016-2017

The Travel and Conference Fund provides financial assistance to students at the U of C to enrich their undergraduate experience, which includes but is not limited to:

- Presenting at a conference
- Participating in a conference
- Acquiring new knowledge that benefits the applicant's academic work
- Representing the applicant's club, faculty or department at a competition
- Volunteering through a recognized organization where out-of-province travel is necessary to complete volunteer work

## ELIGIBILITY

1. Travel and Conference Funding is available to all currently enrolled full and part-time undergraduate students at the University of Calgary wishing to attend a conference or competition related to their area of study or professional development.

2. Students are eligible to receive up to two (2) Travel and Conference funds per academic year. Each fund is a maximum of \$250.00.

## FUNDING CONDITIONS

1. For the 2016-2017 academic year, Travel and Conference Funds will be allocated for each academic session; Summer, Fall, Winter and Spring.

2. Applications for each semester will be reviewed based on the conference start date. E.g. Conferences between September 1 and December 31 will be considered for funding under the Fall semester allocation.

3. Due to limited funds and the popularity of the Travel and Conference Fund Program, not all requests that meet the established criteria will be approved. We process all applications on a first-come, first-served basis until all program funds are expended.

4. Each applicant must submit an individual online application.

5. Applications are reviewed and checked for completeness and eligibility. Incomplete and/or late applications will not be accepted.

6. Complete applications must be submitted at least twenty (20) calendar days before the official start date of the conference.

---

**The Students' Union, The University of Calgary**

251 MacEwan Student Centre, 2500 University Drive NW, Calgary, Alberta T2N 1N4

Phone: (403) 220-6551 Fax: (403) 284-1653 [www.su.ucalgary.ca](http://www.su.ucalgary.ca)

7. The SU will provide funding for a specific conference up to the amount of \$2000. Where there are more than eight (8) applicants for a specific conference, the SU will distribute equally the maximum allotment for all successful applicants. The maximum limit of successful applicants for a specific conference is twenty (20).
8. Funding is subject to change up to twenty (20) calendar days prior to the start date of your conference in the event there are more than eight (8) applicants for a specific conference.
9. The SU will provide funding for accommodation, delegate or conference fees, and travel to and from the conference. Meal expenses will not be covered.
10. Travel and Conference funding only covers expenses that occur within one day before the start date of the conference and within one day after the end of the conference.
11. Funding payment will be provided after the conference has ended.
12. Students must be continuing with their undergraduate studies at the U of C following the conference in order to be eligible for funding. E.g.- A student transitioning from second to third year may receive funding during their summer break. However, a student graduating in June will not be approved for funding for a conference held any time after he/she completes classes in April.

## **RESTRICTIONS**

1. Travel and/or a conference that is a part of an academic credit program; including co-op or internships, are not be eligible for funding.
2. Travel and/or a conference that includes participation in a social or political protest are not eligible for funding.
3. Applicants who receive alternate funding from the Students' Union for the same travel and/or conference being applied for are not eligible for funding.
4. Applicants who are receiving any wage or honorarium for their attendance at the conference are not eligible for funding.
5. Travel and accommodation expenses for conferences held within Calgary, Alberta not eligible for reimbursement. Only conference fees will be considered for these applications.
6. No retroactive funding is permitted for costs that have been incurred prior to application submission.

## **OBLIGATIONS UPON APPROVAL OF FUNDING**

1. All requests for funding are provided on an expense reimbursement basis. (Receipts must be submitted before payment is made).
2. Applicants are required to provide receipts of expenses to the Students' Union no later than twenty (20) business days after the conference end date.
3. Undergraduate enrollment verification must be provided to the Students' Union no later than twenty (20) business days after the conference end date.
4. Lost receipts will not be honoured. In the case of a lost receipt(s), a copy of the purchase receipt must be forwarded to the SU from the actual vendor.
5. If receipts provided total less than the original funding amount, then the funding amount will be changed accordingly.
6. Funding cheques will only be issued after required documents (receipts and enrollment verification) are received.
7. Funding cheques will only be issued after the conference has officially ended.
8. The recipient will be given twenty (20) business days to pick up their cheque at the Students' Union office. If a student is unable to pick up their cheque in person then the cheque will be mailed out to the student.
9. Any appeals to application decisions should be made to the SU Vice President Operations and Finance.
10. If the recipient does not comply with the terms and conditions on which a fund was made, or if the information provided by the recipient to obtain the fund is determined by the Students' Union to be false, misleading or inaccurate, the Students' Union may require the recipient to repay all or part of the funds to the Students' Union. An amount that a recipient is required to repay to the Students' Union is a debt due to the Students' Union and may be recovered from the recipient by an action in debt.
11. If after receiving their cheque, the student fails to cash it within 6 months of the date the cheque was printed, the Students' Union is deemed to have fulfilled its duties and is under no obligation to re-issue the cheque, or approve funding for the same purpose.