



Conference/ Travel Award Form 2024

Upon approval, GPN will reimburse students up to \$1000 for conference travel expenses. Applications and documentation to be submitted to ubc.neuroscience@ubc.ca.

Requirements: Student must present work at conference and be a registered active participant. One award per calendar year per student max. 1 award while enrolled in the Master’s and 3 awards while enrolled in the doctoral program per student.

Documentation Required:

- This completed form
- Proof of conference presentation – copies of the front of the conference program and the page listing your name and title of poster/presentation (preferred), letter, or email detailing the required information.
- Original, itemized and dated receipts up to \$1000. Credit card statements are not acceptable.
- If claiming meals, then a complete conference program agenda is required. Actual meal receipts can only be claimed for meals not provided or included in the conference registration
- Airline tickets must be accompanied by the booking confirmation. In the case of electronic tickets, please submit a copy of the itinerary and receipt (invoice or itinerary/receipt must show ticket number, breakdown of cost, and form of payment).

Name:		
Email:		
UBC Student Number:		
Degree Program:	<input type="checkbox"/> Master’s Program	<input type="checkbox"/> Doctoral Program
Supervisor:		

Conference Information

Conference Name and Dates:	
Briefly describe how this conference fee or conference travel will assist you in your Neuroscience research:	

Student Name:

Signature:

Date:

Supervisor Name:

Signature:

Date:

GPN Approval _____ Date: _____