

PLEASE NOTE: All subsidy applications are adjudicated **based on financial need**. Applications that list **'zero'** income **cannot** be considered for a subsidy.

INCOME FOR TERM

Income for **TERM**: \$ _____
 ➔ **EXCLUDING** tuition
 ➔ **INCLUDING** *Internal/External scholarships, student loans, employment wages, lines of credit, family support, and faculty/department funding*

Spouse/Partner's Income/Contribution to household expenses for **TERM**: \$ _____

Total Income for THIS TERM only: \$ _____

INFORMATION FOR CONFERENCE(S) ATTENDED

Copy of **accepted abstract** or **paper presented** at conference **MUST be included** for this application to be considered.

Name of Conference(s) _____

Location of conference(s) _____

Date of conference(s) _____

EXPENSES RELATING TO CONFERENCE(S) ATTENDED

NOTE: Credit card statements **cannot** be accepted as a receipt. Boarding passes **must** accompany **all** flight receipts.

[A] Please list your expenses below **in the currency indicated on the receipts** and attach **original** receipts. Receipts should be attached in the order listed below.

Conference registration and related expenses (If you did not pay registration fees, additional proof of attendance MUST accompany this application.)	Amount (\$)	Currency <i>(per receipts)</i>
Travel expenses (All flight receipts MUST be accompanied by boarding passes.)	Amount (\$)	Currency <i>(per receipts)</i>
Accommodation expenses (If your accommodations were shared, you can only claim the portion of the bill that you paid.)	Amount (\$)	Currency <i>(per receipts)</i>
Meal & miscellaneous expenses (Meal receipts must be itemized. Per diems cannot be accepted for meals or gas mileage expenses.)	Amount (\$)	Currency <i>(per receipts)</i>

[B]	TOTAL EXPENSES (CAN)	\$
	TOTAL EXPENSES (US)	\$
	TOTAL EXPENSES (OTHER)	\$

[C] Reimbursed to you (by your supervisor, department, etc.) \$ CAN _____