



# PETER A. ALLARD SCHOOL OF LAW

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## GRADUATE PROGRAM

### Conference and Research Travel Funding Guidelines

The Graduate Law Program has funding to support graduate students enrolled on a full-time basis in research-based graduate programs to either a) travel to academic conferences to present research findings and/or b) travel to conduct research for their thesis.

Students may receive up to a maximum of \$600.00 for conference travel and up to a maximum of \$600.00 for research travel in each fiscal year (from April 1<sup>st</sup> to March 31<sup>st</sup>). Students are limited to **one** application for conference travel **and** one application for research travel each fiscal year.

Funds are limited and are distributed, based on the date of application, until the pool of funds for conference and research travel is empty.

Funds may be used for expenses to the conference or research location (including the costs of an economy fare airplane, train or bus ticket), accommodation, conference registration or meal expenses.

**UBC Safety Abroad Program:** Students who are traveling outside of Canada on University business **must** register in the UBC Safety Abroad Program, please refer to the Safety Abroad link at: <https://registry.safetyabroad.ubc.ca/>

#### **Prior to Travel:**

To apply for conference or research travel funding, complete the Travel Funding Request available at: <https://allard.ubc.ca/student-portal/graduate-programs/graduate-students-policies-and-forms> and submit the completed Request to Joanne Chung, the Graduate Program Advisor, research-based programs: [jchung@allard.ubc.ca](mailto:jchung@allard.ubc.ca) In order to be considered, applications **must** be submitted **prior to** conference or research travel.

Graduate supervisors **must** review applications before they are submitted to the Graduate Program and indicate their support either by signing the Travel Funding Request or in an email to you please submit this email with your request for travel funding.

Once the Associate Dean of Graduate Studies at Allard Law has approved your Request you will receive confirmation by email.

## **Post Travel:**

Students will be reimbursed once travel has been completed. Please complete the Travel Reimbursement Request at: <https://allard.ubc.ca/student-portal/graduate-programs/graduate-students-policies-and-forms>, submit the signed form and all the supporting documentation as follows to Joanne Chung either by email or you may drop off the Request and attachments, in hard copy format, at Joanne's office room 147A:

1. **Receipts:** Original itemized dated receipts are required to support a claim. Travel agency invoices, cancelled cheques, credit card statements or "paid" notices, photocopies, and faxes are NOT considered receipts.
2. **Air travel:** Boarding passes must be included.
3. **Meals:** If you are claiming meals as part of your per diem (\$60.00 maximum per day) you do not need to provide receipts. Please refer to the UBC per diem rates here: <https://finance.ubc.ca/travel/pay/meals-diem-mileage-rates>
4. Note that you cannot claim per diem for meals that are included in your conference registration fee.
5. **Conference Presentation:** Please provide a copy of the conference brochure which shows your name and presentation or a link to the conference website that contains this information.
6. **Currency Conversion:** For travel claims submitted in a foreign currency, the conversion will be completed per UBC Finance Policy, not by the traveler. An exception is made if the conversion has already been completed via a credit card and a copy of the credit card statement is submitted with this reimbursement form.
7. **Pre-approval Email:** Please include a copy of the pre-approval travel email.
8. **Missing Receipts:** If the original receipt is not available or missing, the traveler must complete and submit a "Missing Receipt" form. Please contact Joanne to request a missing receipt form.

## **Other sources of travel funding for graduate students at UBC:**

- Graduate Student Travel Funding from Faculty of Graduate Studies (one per degree program): <http://www.grad.ubc.ca/awards/graduate-student-travel-fund>
- For Killam Doctoral Fellowship holders: <https://www.grad.ubc.ca/forms/killam-fellowship-travel-expense-form>

Please note that conference registration fees to attend the UBC Interdisciplinary Legal Studies Graduate Student Conference are not reimbursable.

Please contact Joanne Chung, the Graduate Program Advisor ([jchung@allard.ubc.ca](mailto:jchung@allard.ubc.ca)) if you have any questions.