

Research Training Centre

Trainee Travel Award Application

Please email your completed application form, abstract acceptance, receipts (if applicable) to rtc@smh.ca.

PART A: Trainee Information			
Trainee Name			
Trainee Type	<input type="checkbox"/> Graduate Student	<input type="checkbox"/> Postdoctoral Fellow	
Email Address			
Supervisor			
Supervisor email			
Graduate School: (if applicable)			
Name of Conference			
Location of Conference			
Date(s) of Attendance	From (mm/dd/yy):		
	To (mm/dd/yy):		
Have you received an RTC Travel or Conference Award before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you received other funds to support your travel to this conference? If yes, how much have you received?			_____
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you presented at an RTC seminar in the past year?			<input type="checkbox"/> Yes <input type="checkbox"/> No
PART B: Reimbursement Information			
Supervisor Account #			
Format: Company (X) – AU (XX) - Activity			
PART C: Signatures			
We agree that all submitted receipts are originals covering the expenses for travel. We agree that none of these expenses have been reimbursed through any other source of funding and understand that this application will not be processed if found otherwise.			
Signature of Trainee:		Date:	
Signature of Supervisor:		Date:	
Please Note:	1. Maximum amount of reimbursement is \$1,000 CAD – this will be transferred to your supervisor's account.		
	2. Please submit original receipts to your PI, and submit the RTC Receipt Tracker Form and copies of receipts to the RTC.		