CHECK LIST FOR STUDENT TRAVEL

Please check each box after completion of each step. Please print and attach a copy to the Travel Advance and Pre-approval of Travel expenses before submitting to the BMI office

Travel Advance and Pre-approval of Travel expenses:

☐ Complete the Pre-approval of Travel Expenses form as soon as you are aware that you will be travelling outside of Ottawa (at least 30 days before if possible)
http://www.uottawa.ca/financial-resources/accounting/
(go to travel /Request Form)
☐ Obtain supervisor’s FOAP
☐ Indicate your Home Address
☐ Sign and date the form; obtain Supervisor’s signature
☐ Bring completed form to the BMI Administration Office (RGN 4103) with your conference travel grant form (if applicable- see notes below)

Conference Travel Grant Form: (Note: You may apply for a Travel Grant with the Graduate and Postdoctoral Studies Office if you are presenting a publication/poster)

☐ Complete the application for Conference Travel Grant form BEFORE your trip
https://med.uottawa.ca/graduate-postdoctoral/students/awards-and-financial-support/travel-grants
☐ Complete the first page of the Application for a Travel Grant.
☐ Get your Supervisor to complete the second page, provide a recommendation, and indicate his/her financial contribution towards the travel
☐ Sign and date the form
☐ Obtain Supervisor’s signature
☐ Provide supporting documentation for travel grant including written confirmation that your publication/poster has been accepted at the conference and abstract of your presentation with the official authors list
☐ Bring the form to the BMI Administrative Office (RGN 4103)
The BMI Administrative personnel will obtain the Program Director’s financial contribution approval (if applicable) and forward you a copy of the documents by email
☐ Send the complete package to the Graduate and Postdoctoral Studies Office Grad.med@uottawa.ca (this is a very important step that must be done BEFORE your trip)
The Graduate and Postdoctoral Studies Office will send you an email confirming the acceptance or refusal of the travel grant.

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