YOUR NAME: _________________________________

CHECK LIST FOR STUDENT TRAVEL ADVANCE AND PRE-APPROVAL OF TRAVEL EXPENSES
*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 CMM office (RGN3206)

Travel Advance and Pre-approval of Travel expenses:
- Complete the Pre-approval of Travel Expenses form 2 weeks before travel; [http://www.uottawa.ca/financial-resources/accounting/](http://www.uottawa.ca/financial-resources/accounting/)
- Obtain supervisor’s FOAP;
- Indicate your Home Address;
- Sign and date the form; obtain Supervisor’s signature;
- Bring completed form to the CMM Administration Office (RGN 3206).

You may also apply for a Travel Grant with the Graduate Awards Office if you are presenting a publication/poster and if you qualify as per the requirements listed on the Graduate studies website) See link below in first checkbox item.

Conference Travel Grant Application:
- Complete the application for Conference Travel Grant form BEFORE your trip; [https://med.uottawa.ca/graduate-postdoctoral/students-hub](https://med.uottawa.ca/graduate-postdoctoral/students-hub)
- 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 CMM Administrative Office (RGN 3206) along with the Travel Advance and Pre-approval of Travel expenses form;
- Please note: The CMM Administrative personnel will obtain the Program Director’s financial contribution approval (if applicable) and forward you a copy of the document by email;
  - Send the complete package to the Graduate Awards office at grad.med@uottawa.ca 
  - this is a very important step that must be done BEFORE your trip.
  
The Graduate Awards office will provide you with a letter confirming the acceptance or refusal of the travel grant.

Updated January 2019