

Travel Awards for Conference Participation

Please submit all documents to **Blanche Dinelle** by e-mail bdinelle@uottawa.ca or in person to Room (RGN3206)

Complete the Pre-approval of Travel Expenses form before attending the conference
<http://www.uottawa.ca/financial-resources/accounting/>

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

Conference Travel Grant Application:

At least **10 business days** prior to travelling, the Graduate and Postdoctoral Studies Office requires you to complete the Conference Travel Grants form. Download the form that corresponds with your status

<https://med.uottawa.ca/graduate-postdoctoral/students-hub/awards-and-financial-support/conference-travel-grant>

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; e-mail or bring the forms to Blanche Dinelle along with the **Pre-approval of Travel expense form**

Please note: Blanche will obtain the Program Director's signature & financial contribution approval (if applicable) and forward a **complete package** to the Graduate Studies office.