**Travel Committee - Faculty of Health Sciences**

**Form 2**

**Report of Estimated Travel Expenses for a Non-Scholarship Student**

**Student Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ID Number**:\_\_\_\_\_\_\_\_\_\_\_\_ **Supervisor**: \_\_\_\_\_\_\_\_\_\_\_\_

**Degree**: \_\_\_\_\_\_\_\_\_\_\_\_ **Year in Degree**: \_\_\_\_\_\_\_\_\_\_\_ **Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Eligibility for Faculty Scholarship**: (circle): yes/no

**Employed as a Teaching Assistant (TA) in the Past**: (circle): yes / no

**Travel Destination**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dates of the conference**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Estimated Expenses**

Flight ticket and port tax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration fees for the conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Per diem/daily allowance: (number of days of the conference+2) X $65: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Recognized Expenses ($): \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sources of Funding**

Have you applied for funding to cover this conference from the Academic Secretary? yes/no

Has it been approved? yes/no

During this academic year, did you receive funding for a conference from the Academic Secretariat? yes/no

**Is there an internal or external source of support for this trip?** yes/no

If yes, please indicate the amount of support: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cellphone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Required Documents:**

* Student Application Letter to the Faculty Travel Committee
* Supervisor's Approval of Travel Funds + Budget Number
* Application Form for Further Education Abroad: Academic Staff - Special Populations
* Formal Confirmation of the Conference Location and Dates
* Abstract Submitted to the Conference
* Confirmation of Abstract Acceptance as Lecture or Poster
* Confirmation of the amount of registration fees
* Flight Ticket Price Quote