



Travel and Conference Fund Application Guidelines 2020-2021

The Travel and Conference Fund provides financial assistance to students at the University of Calgary to enrich their undergraduate experience, which includes but is not limited to:

- Presenting and/or participating at a conference
- Acquiring new knowledge that benefits the applicant's academic work
- Representing the applicant's club, faculty or department at a competition
- Volunteering through a recognized organization where out-of-province travel is necessary to complete volunteer work

ELIGIBILITY

1. Travel and Conference Funding is available to all currently enrolled full and part-time undergraduate students at the University of Calgary wishing to attend a conference or competition related to their area of study or professional development. Travel and Conference funding through the Students' Union is **not** available to graduate students.

2. Students are eligible to receive up to two Travel and Conference funds per academic year, with each amounting to a maximum of \$125.00.

3. Students must be continuing with their undergraduate studies at the University of Calgary following the conference in order to be eligible for funding. E.g.- A student transitioning from second to third year may receive funding during their summer break. However, a student completing their undergraduate studies in June will not be approved for funding for a conference held any time after they graduate.

FUNDING CONDITIONS

1. Travel and Conference Funds will be allocated for each academic session; Summer, Fall, Winter and Spring.

2. Applications for each semester will be reviewed based on the conference start date. Conferences between September 1 and December 31 will be considered for funding under the Fall semester allocation. Conferences between January 1 and April 30 will be considered Winter. Conferences between May 1 and June 30 will be considered Spring. Conferences between July 1 and August 31 will be considered Summer.

3. Due to limited funds and the overwhelming demand of the Travel and Conference Fund Program, not all requests that meet the established criteria will be approved. We process all applications on a first-come, first-served basis until all program funds are expended.

The Students' Union, The University of Calgary

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4. Each applicant must submit an individual online application.
5. Applications are reviewed and checked for completeness and eligibility. Incomplete and/or late applications will not be accepted. Applications must include a website directly verifying the details of the conference (dates, location, etc.), generic websites without specific conference information will not be accepted and may result in your application being denied. If your conference does not have a website, please indicate this in your application and be prepared to submit alternate supporting information.
6. Complete applications must be submitted at least 20 business days before the official start date of the conference. No exceptions will be made.
7. In the event that there are a number of applicants seeking funding for the same conference, only a maximum of 10 applicants may be approved to a maximum total of \$1,000 for a single conference.
8. Funding is subject to change up to 20 business days prior to the start date of your conference in the event there are more than eight applicants for a specific conference.
9. Under normal circumstances, the SU would provide funding for accommodation, delegate or conference fees, and travel to and from the conference, while meal expenses are not covered. Due to the COVID-19 pandemic, only conference fees will be covered as travel is not encouraged during this time.
10. Travel and Conference funding only covers expenses that occur within one day before the start date of the conference and within one day after the end of the conference.
11. Funding payment will be provided after the conference has ended and all receipts have been approved.

RESTRICTIONS

1. Travel and/or a conference that is a part of an academic credit program; including co-op or internships, are not eligible for funding.
2. Travel and/or a conference that includes participation in a social or political protest are not eligible for funding.
3. Applicants who receive alternate funding from the Students' Union for the same travel and/or conference being applied for are not eligible for funding.
4. Applicants who are receiving any wage or honorarium for their attendance at the conference are not eligible for funding.
5. Travel and accommodation expenses for conferences held within Calgary, Alberta are not eligible for reimbursement. Only conference fees will be considered for these applications.

6. No retroactive funding is permitted for costs that have been incurred prior to application submission.

OBLIGATIONS UPON APPROVAL OF FUNDING

1. All requests for funding are provided on an expense reimbursement basis. (Receipts must be submitted before payment is made).

2. All eligible receipts must be submitted to the Students' Union by e-mail no later than 20 business days after the conference end date. Receipts can be submitted at any time before conference has taken place, but payment will be made after the conference end date.

3. Undergraduate enrollment verification must be provided to the Students' Union no later than 20 business days after the conference end date.

4. Lost receipts will not be reimbursed. In the case of a lost receipt(s), a copy of the purchase receipt must be forwarded to the SU from the actual vendor.

5. If receipts provided total less than the original funding amount, then the funding amount will be changed accordingly.

6. Funding cheques will only be issued after required documents (receipts and enrollment verification) are received.

7. Funding cheques will only be issued after the conference has officially ended.

8. The recipient will be given 20 business days to pick up their cheque at the Students' Union office. If a student is unable to pick up their cheque in person, it can be mailed to the student upon request.

9. Any questions regarding application decisions should be sent to the SU Vice President, Operations and Finance.

10. If the recipient does not comply with the terms and conditions on which a fund was made, or if the information provided by the recipient to obtain the fund is determined by the Students' Union to be false, misleading or inaccurate, the Students' Union may require the recipient to repay all or part of the funds to the Students' Union. An amount that a recipient is required to repay to the Students' Union is a debt due to the Students' Union and may be recovered from the recipient by an action in debt.

11. If after receiving their cheque, the student fails to cash it within three months of the date the cheque was printed, the Students' Union is deemed to have fulfilled its duties and is under no obligation to re-issue the cheque, or approve funding for the same purpose.