



The University of Lethbridge Students' Union  
**Student Assistance – TRAVEL & CONFERENCE GRANT APPLICATION**

APPLICATION FORM

<b>Name of applicant</b>	<b>UoL ID #:</b>			
<b>Expected date of graduation</b>	<b>Month:</b>	<b>Year:</b>	<input type="checkbox"/> Undergrad student	<input type="checkbox"/> Graduate student
<b>Contact Information</b>	<b>Phone #:</b>		<b>E-mail address:</b>	
<b>Applying as</b>	<input type="checkbox"/> Individual	<input type="checkbox"/> Club, Fraternity, Sorority	<input type="checkbox"/> group of students (5 or more)	
<b>Club, Fraternity, Sorority name if applying as a Club, Fraternity, Sorority (Must be an Executive Member)</b>	<b>Executive Position Title:</b>			
<b>Amount of total budget</b>	Amount of total budget _____ X 25 % = \$ _____			
<b>% Eligibility &amp; Maximum Allowance (check one)</b>	<input type="checkbox"/> 25% - max \$200 individual	<input type="checkbox"/> 25% - max \$1000 club or group	<input type="checkbox"/> 25% - max \$300 individual overseas	<input type="checkbox"/> 25% - max \$1500 club or group overseas
<b>Amount requesting (Please refer to Policy XXXII item 3.1 for Funding Limits)</b>	\$ _____			
<b>Number of people in your application</b>	_____			
<b>Date of application</b>	_____			
<b>Date of Event</b>	_____			
<b>Name of Event</b>	_____			
<b>Place of Event</b>	_____			
<b>NOTE:</b> If applying as a group, please attach a list all individuals (please print their names) requesting assistance to attend. Funding will on be available for events that take place within the current year.				

TERMS OF AGREEMENT

I \_\_\_\_\_, do hereby agree that as a condition of accepting any funds through the Students' Union "Travel and Conference Grant Policy", that I have read and understood the terms and conditions of that policy"; I further commit to:

- provide Students' Union with legitimate receipts and/or documents to verify expenses;
- provide a written conference or travel brief of at least 200 words describing my attendance, travel and/or participation within 10 days of my return, if requested by a Students' Union Executive or staff member;
- honour the spirit of this grant as public monies entrusted to aid and assist me in achieving the stated goals in the letter of intent submitted with this grant application;
- reimburse the Students' Union any monies unused from the grant, or which may have been used for purposes not described in the initial grant application or letter of intent.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Name of Witness (please print)*

**TRAVEL & CONFERENCE GRANT APPLICATION 2016-2017**

The University of Lethbridge Students' Union, Room SU180, 4401 University Drive West, T1K 3M4

Phone: 403-329-2222, Fax: 403-329-2224, Website: [www.ulsu.ca](http://www.ulsu.ca),

**E-mail: [su.finance@uleth.ca](mailto:su.finance@uleth.ca)**



## **POLICY XXVI – STUDENT ASSISTANCE: TRAVEL AND CONFERENCE GRANTS**

*Last Amended April 2015*

### **1. Application deadlines**

1.1. Applications must be submitted within the following timelines to be considered:

- 1.1.1. At least five (5) days prior to the date of the event;
- 1.1.2. At least five (5) business days prior to a regularly convened Executive Council meeting; and,
- 1.1.3. Applications which are submitted well in advance of the event may be tabled to the closest Executive Council meeting for approval to evaluate the number of applicants attending the same event.
- 1.1.4. No applications will be accepted retroactively.

### **2. Application requirements**

- 2.1. A completed Travel and Conference Grant application form which includes the applicant's signature to acknowledge the "Terms of Agreement";
- 2.2. A letter of intent; and,
  - 2.2.1. If applying as a club, a majority of the club Executive members must have their signatures on the letter of intent;
- 2.3. An itinerary of the conference or event;
- 2.4. A detailed budget outlining all costs and revenues which are known and applied for, to which the Students' Union may be contributing;
- 2.5. Proof of registration confirmation may be required if the application is for a conference, seminar, or event;
- 2.6. Proof of one of the following: travel arrangements such as receipts for vehicle rental, airfare, other transportation arrangements, or accommodation booking if applicable; and,
- 2.7. Travel and Conference Grants must be used for travel and/or conference/event expenditures.
- 2.8. The grant must be used for an event occurring within the same academic year that it was approved.

### **3. Application and Funding Limits**

- 3.1. An individual may be given funding to a maximum of twenty-five percent (25%) of total expenses but may not exceed two hundred dollars (\$200.00);
- 3.2. A club or group of students may be given funding to a maximum of twenty-five percent (25%) of the total expenses but may not exceed one thousand dollars (\$1000.00);
  - 3.2.1. If Five (5) or more individuals apply for funding to attend the same conference or event they may, at the discretion of the Executive Council, be considered a group; and,
- 3.3. For travel outside of North America the funding maximums cited in S.3.1. and S.3.2. of this policy may be increased as follows:
  - 3.3.1. An Individual may be given funding to a maximum of twenty-five percent (25%) of total expenses but may not exceed three hundred dollars (\$300.00); and,
  - 3.3.2. A club or group may be given funding to a maximum of twenty-five percent (25%) of total expenses but may not exceed one thousand five hundred dollars (\$1500).

### **4. Frequency of Application**

- 4.1. A student, club, or group may be eligible to receive a maximum of two (2) Travel and Conference Grants per academic year.



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5. Funding Dispersal
  - 5.1. All applications will receive an approval or denial confirmation e-mail from the VP Operations and Finance within 2 business days following the Executive Council meeting;
  - 5.2. A cheque will be made available for approved applications at the Students' Union office within 5 business days following the Executive Council meeting;
  - 5.3. Cheques will be made available upon proof of registration confirmation, if applicable;
  - 5.4. The Students' Union reserves the right to withhold funding in the event that there is a substantial change in circumstances or information around which the authorizing motion was based; and,
  - 5.5. Funds which are approved are not transferable to another project, conference, person, budget, or club which was not identified in the original authorizing motion.
  
6. Upon Completion of Funded Event
  - 6.1. Any funds which are not spent on the approved travel and conference/event expenses must be returned to the Students' Union;
  - 6.2. A minimum of 200 words report about the conference or event and receipts of expenditures may be requested by a Students' Union Executive Council member within ten (10) business days of the completion of the conference or event;
  - 6.3. Should a student or group fail to submit the requested report and receipts following a conference or event, he or she shall be responsible for returning the full amount of the Travel and Conference Grant to the Students' Union; and,
  - 6.4. Use of the Students' Union Travel and Conference grants for anything other than their approved event constitutes fraud and the Students' Union reserves the right to seek reimbursement through invoicing, fee assessment and/or civil claims.
  
7. The Executive Council has the authority to approve any Travel and Conference Grant Application.
  
8. The VP Operations and Finance will keep record of all approved and denied Travel and Conference Grants for a minimum of one year.

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