



## CONFERENCE FUNDING APPLICATION

Please visit [www.gsaconcordia.ca](http://www.gsaconcordia.ca) to review full eligibility and documentation requirements. Applications submitted with invalid or incomplete documentation may not be approved.

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### Other Funding Sources

Have you applied or received funding from another source for this presentation? Yes  No   
If yes, please indicate the source, amount and whether it is pending or confirmed:

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### Applicant Information

First name: \_\_\_\_\_ Last name: \_\_\_\_\_  
Student #: \_\_\_\_\_ Degree: \_\_\_\_\_  
Department: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

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### Conference Information

Title of conference: \_\_\_\_\_  
Location (city, region, country): \_\_\_\_\_  
Conference dates: \_\_\_\_\_

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### Presentation Information

Title of presentation: \_\_\_\_\_  
Date and time of presentation: \_\_\_\_\_  
Type of presentation: \_\_\_\_\_

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### Expense Report

Please indicate your total expenses in each section. All corresponding receipts that comprise these totals must be attached. Photocopies are accepted.

Conference registration: \_\_\_\_\_  
Travel costs (flight, bus, train; accommodation): \_\_\_\_\_  
Visa issuance (if applicable): \_\_\_\_\_

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**Supporting Documentation**

Please review the guidelines for acceptable documentation and indicate that you have enclosed documentation for each of the following categories:

- Proof of student status(unofficial transcript)
- Proof of Registration
- Proof of Travel
- Proof of Presentation
- Proof of Expenses

**Declaration from the Supervisor**

The student has been/ will be provided \$ \_\_\_\_\_ to cover the expenses for the conference.

Supervisor Signature:

Your application will be processed within 30 days after the last day of the month in which your application was received. If you include a self-addressed, stamped envelope with your application, your cheque will be mailed to you. All other cheques will be available for pick up at the GSA Office (2030 Mackay) during office hours.

By signing below, you declare that you understand all funding terms and conditions as stated on the GSA website, that all the above information is true and correct, and that you are currently a registered graduate student at Concordia University.

Applicant signature:

Date:

**For office use only:**

Date received:

Date reviewed:

Approved  Not approved

Amount:

Cheque #:

Initials: