

Guidelines for Allocating Travel Funds to PhD Students (rev2018)

1. There will be a Travel sub-committee of Administrative Committee of the Departmental Council composed of at least two appointed members of the Department of Economics. The appointments to the sub-committee will be made by the Chair and will take place at the beginning of each academic year. The Travel sub-committee in consultation with the Chair will have the authority to allocate travel money to PhD students on the basis of applications. The Travel sub-committee will recommend to the department any reviews and/or revisions to the department's travel policy and allocate the travel funds among applicants.
2. The fiscal year for allocating travel funds in the Department of Economics is from May 1 to April 30.
3. The maximum amounts given in each category in any one fiscal year are:
 - Paper presenters: \$1,500
 - Poster presenters: \$800
 - Discussants, panel participants: \$1,000These amounts are subject to item 5 below.
4. Ph.D. students may apply for travel funds up to the **total** value of \$1,500 over one fiscal year **subject to departmental budget**.
5. The applicants are required to seek funding from sources outside the Department before applying for departmental funds. External funding can be found at:

TMU International: <https://www.torontomu.ca/global-learning/finance-participation/>
YSGS: <https://www.torontomu.ca/graduate/future-students/financing-your-studies/scholarships-awards/graduate-student-travel-funding/>
TMSU: <https://tmgsu.ca/services-2/>
Faculty of Arts: <https://www.torontomu.ca/arts/students/graduate/funding-and-awards/>
6. **The Travel sub-committee will only consider applications before travel to a conference.**
7. Each application will be submitted to the Chair of the Department of Economics and will be accompanied by a) information on the conference and (if applicable) confirmation of acceptance of the paper, or, the invitation to participate on a panel, or to discuss a paper; b) the scan copy of the Travel Fund Application Form enclosed (in PDF format). The travel fund will normally be used to help defray the following costs: travel, accommodation, meals, and registration fees. The rates must confirm to Ryerson's travel policy.
8. Recipients of travel funding must present a brief note to the Department Administrator and submit the appropriate paperwork soon after returning from conference travel using the enclosed PhD Travel Fund Expense Claim Form.
9. The Travel sub-committee will report its allocations to the Department.
10. The Department Administrator will keep records of all travel applications.

PhD Student Travel Fund Application Form

Student Information		
Name:	Student ID#:	
Event and Paper Information		
Conference name:		
Conference web site:		
Conference location:		
Conference date:		
Title of paper:		
Authors of paper:		
TMU International – Risk Management Abroad		
<p>For travel outside of Canada, students must complete a pre-departure risk assessment via the Ryerson International web site: https://www.torontomu.ca/global-learning/abroad/step3/risk-management-steps/</p> <p>A copy of the risk assessment and mandatory Liability Waiver must be submitted with this travel fund application, or the application will not be considered.</p>		
Financial Information – Best estimated travel budget required for the trip (in Canadian \$)		
Conference registration	\$	
Accommodation	\$	
Transportation (air, sea, train etc.)	\$	
Other (specify)	\$	
Total budget (in Canadian \$)	\$	
Financial Information – Other funding sources		
Faculty Supervisor funding support	<input type="checkbox"/> Yes Amount:	<input type="checkbox"/> No
TMU International Funding	<input type="checkbox"/> Yes – I have applied	<input type="checkbox"/> No
YSGPS Grad Student Travel Funding	<input type="checkbox"/> Yes – I have applied	<input type="checkbox"/> No
TMSU Grad Travel Grant	<input type="checkbox"/> Yes – I have applied	<input type="checkbox"/> No
Faculty of Arts Grad Travel Grant	<input type="checkbox"/> Yes – I have applied	<input type="checkbox"/> No
Other sources (specify):		
<p>NOTE: Students must apply for the YSGPS, ICRSF, TMSU and CUPE funding sources to be eligible for Economics PhD students travel funding. The fund decisions are required for the travel expense to be processed by the program. If you have checked "No" to any source, please provide a written explanation on a separate page.</p>		
Name (please print)	Signature	Date
Student:		
Faculty supervisor signs to acknowledge the student's travel is an academic pursuit and is related to Doctoral dissertation research.		
Supervisor(s):		
FOR OFFICE USE ONLY:	CHAIR APPROVAL:	SIGNATURE:

PhD Student Travel Fund Expense Claim Form

Submit this form, with the signed copy of your travel application form, to the Departmental Administrator after your trip.

Student Information			
Student Name (Print):	Student Number:		
Cheque mailing address:			
Expenses being claimed – List amount(s) you are claiming for reimbursement			
	A: Canadian \$ receipts	B: Foreign \$ receipts	
Conference registration			
Accommodation			
Transportation (air, sea, train etc.)			
Others (specify)			
	Total (A)	Total in Foreign \$	Equivalent Canadian \$ (B)
		Total (A)+(B) in Canadian \$	
Signature		Date	
Student (Please sign):			
Student signs to acknowledge that this claim is an accurate statement of the expenditures covering the intended travel stated in the fund application.			
FOR OFFICE USE ONLY: CHAIR APPROVAL: SIGNATURE:			

NOTE: If you do not have a record of the exchange rate, you may look up the historical exchange rate using Oanda's online service, <https://www.oanda.com/currency/converter/>. Include a print out of the rate if you use Oanda's service.