

The personal information collected on this form is collected under the legal authority of the **Royal Charter of 1841**, as amended. The personal information collected on this form will be used to confirm your eligibility for this award.



**Queen's University
School of Graduate Studies and Research**

GRADUATE STUDENT CONFERENCE AWARD – *CLAIM FORM*

This form must be filled out and submitted to the **Graduate Assistant in Civil Engineering** upon your return from the conference. **DO NOT SUBMIT RECEIPTS WITH THIS FORM.** This claim will be paid in one instalment directly to your bank account of record.

Accountability of how funds were spent:

Hotel Cost:	
Air/RR/Auto:	
Meals, list expenses, breakfast, lunch, dinner	
List miscellaneous expenses:	
Total Cost:	
Name:	
Student #:	
Department:	
Title of Conference:	
Location:	
Date of conference:	

As **supervisor** (or faculty designate), I confirm that the applicant attended this conference, and incurred the expense described above.

Signed:	Date:
Name (please print):	

RETURN TO: Debbie Ritchie, Civil Engineering as soon as possible after the conference, and no later than 4 weeks after the conference. **Remember to deduct this award from your total expenses IF YOU ARE SUBMITTING A TRAVEL CLAIM FOR THE DIFFERENCE IN COST.**