

Applicant Instructions for the Department of Italian Studies Graduate Travel Grant

Information

First Name:

Last Name:

Supervisor's name:

Previous Grant

Have you previously collected or will be collecting a departmental travel grant during this period?

- Yes
 - o If "Yes", specify \$ amount received
- No

Event Information

To initiate payment of the departmental Travel Grant, successful applicants will be required to provide proof of registration and confirmation of attendance and active involvement at the conference (e.g. copy of registration-fee invoice and conference programme that lists their name). Successful applicants must be registered on ACORN at the time of presentation. This competition is to support conferences that occur between September 1, 2024, and August 31, 2025.

CONFERENCE NAME

LOCATION OF CONFERENCE

DATES OF CONFERENCE

WEB SITE OF CONFERENCE

PROPOSED TITLE OF PRESENTATION

In accordance with University of Toronto policy, all students travelling on University approved activities outside of Canada must complete safety abroad requirements before the travel occurs. If you are leaving for your trip outside of Canada before the departmental Travel Grant results are released, you must still complete all Safety Abroad requirements prior to departure. Conference travel conducted without completing all Safety Abroad requirements will cause automatic forfeiture of the Departmental Travel Grant. Review the steps on the [Safety Abroad Office's website](#).

Travel Confirmation (select one):

- I confirm that I have read the above and will comply with all Safety Abroad requirements prior to departure
- I am travelling within Canada

ADDITIONAL POTENTIAL SOURCES OF FUNDING

This grant aims to provide successful applicants with funds to cover at least the minimum registration-fee for the proposed conference as well as a modest top-up, when possible. As this grant serves as supplemental funding for the proposed conference/travel, **applicants are expected to seek out additional funding from other sources** - this section is for statistical purposes only, but can assist you in planning for expenses related to this conference/travel. For the following funding fields, enter \$0 if there are no funds available.

Funds from Supervisor (\$):

Source of other funding (optional):

- Faculty (\$):
- "Other"
 - o If "Other", please specify and include \$ amount (Travel grant provided by conference organizers. other matching funds)

ELIGIBLE CONFERENCE-RELATED EXPENSES

Accommodations (\$):

Transportation (\$):

Conference registration fee (\$):

Please note you will need to submit all original receipts plus boarding passes for reimbursement to italian.admin@utoronto.ca and italian.finance@utoronto.ca.

Comments & Signature

Signature: _____

Comments (optional):

After you submit your application, it will be forwarded to your Supervisor via email. Your Supervisor will then review your application and be asked to confirm the details provided, your eligibility, and comment on the appropriateness of this event. **By submitting this form, you are digitally confirming that all of the information you have provided within this application form is accurate.**