

## **Department of Medical Biophysics**

### **Student Travel Award**

The Department of Medical Biophysics has established the Student Travel Award. All students studying for a degree in Medical Biophysics whose supervisor's graduate appointment is in Medical Biophysics are eligible to apply. The department will sponsor a maximum of 10 awards per year (5 awards from January 1 to June 30 and 5 awards from July 1 to December 31).

#### **Purpose of the Award**

The MBP Student Travel Award supports MBP students to travel to academic meetings that will enhance their research training. Reimbursement will be awarded for expenses related to travel to national or international conferences at which the student presents his or her work.

#### **Eligibility Criteria**

- The applicant must be an MBP graduate student at the time of application, travel and reimbursement of travel expenses
- The student's supervisor must hold an appointment in MBP
- One student per supervisor per conference annually may receive the award
- Each student can only receive an MBP travel award once while being enrolled in the department
- Full disclosure of funding information and reimbursements is required for every submission
- The applying graduate student must present at a national or international conference
- The student must not already hold another travel award, including one as part of his/her scholarship or fellowship
- Travel award recipients are expected to present their research at the MBP Retreat (Student Travel Award session)

#### **Amount of Award**

The award will be paid to a maximum of \$1,000. Students may submit travel expenses from one conference only; they may not combine receipts from different events.

- Eligible expenses include conference registration fees, accommodation and transportation expenses.
- The award will not cover meals, entertainment or presentation material expenses.

#### **Application Procedure**

Students must submit applications within two weeks after the travel has been completed.

Upon completion of travel, the student must submit the following:

1. A breakdown of expenses submitted for reimbursement
2. Receipts for expenses, ORIGINALS if the expenses have not been reimbursed, COPIES if the expenses have been reimbursed and the originals are held by their institute (note: both airline tickets and boarding passes are required to claim airfare expenses)
3. Evidence of presentation at meeting/conference (e.g., conference programme booklet)
4. Proof of attendance
5. A copy of the relevant abstract

Awards will be considered on a first come, first served basis and given in the form of reimbursement of eligible expenses, up to a maximum of the award amount, to the supervisor's research grant or to the individual who originally paid for the travel.

**For more information, please contact: Ms. Chau Dang; Tel: 416-634-8750, email: [chau.dang@utoronto.ca](mailto:chau.dang@utoronto.ca)**

# Department of Medical Biophysics

## Student Travel Award

### Application Form

<b>Student Name:</b>		
<b>Lab/Office Tel #:</b>		
<b>Email address:</b>		
<b>Supervisor Name:</b>		
<b>Supervisor email:</b>		
<b>Name of Conference:</b>		
<b>Location of Conference:</b>		
<b>Date(s) of Attendance:</b>	From (dd/mm/yy):	
	To (dd/mm/yy):	
<b>Total requested:</b>	\$ _____	Attach itemized list of all expenses.
<b>Other confirmed sources of funding for travel:</b>	\$ _____	Source: _____
	\$ _____	Source: _____
	\$ _____	Source: _____
<b>Reimbursement Method:</b>	Transfer to cost Centre #: _____ Name: _____	
	Cheque (original receipts required) payable to: _____	

I certify that that none of the requested expenses will be reimbursed through any other source of funding and agree that if this is so, the application will be withdrawn.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_