



Students who have not requested funding prior to their departure will NOT be eligible to receive funding. Please complete all fields in this form. If you have any questions about Conference funding **approval**, please contact Christine Mandy mandyc@queensu.ca.

Full Name:	
Student ID #	
Student email:	
Name of Conference:	
Conference Location:	
Conference Dates:	
Presentation Details: Title Supervisor	
Amount requested: The maximum per student is \$1,000 in Canadian funds over the course of their medical program	\$
Proposed Budget: <i>**Funding will not be considered unless breakdown of costs is included **</i> e.g. conference, hotel & travel cost	
Received Conference Funding Before?	Amount: \$ Date(s) of previous funding:
<u>Approval for time off form</u> attached? Procedure for Requesting Approval for Time Off in Undergraduate Medicine	Y/N <i>**Students who have not received approval for time off prior to their departure will not be eligible for funding.**</i>
International conference? International Activities information	Y/N <i>**Students who have not adhered to the policies related to International Activities will not be eligible for funding. **</i>

The Faculty of Health Sciences Finance Office will receive notification of your approval for funding and your permission to travel. All receipts, including boarding cards if air travel is involved, must be submitted in order to obtain reimbursement. *It is suggested that you contact the Finance Office prior to your departure so you can discuss receipts, boarding passes, allowable expenses, etc.* **Upon your return** submit your documents to the Finance Office, which is located in the School of Medicine Building, 15 Arch Street, Room 402. **If you have any questions about conference funding reimbursement**, please contact Darlene Davis, d.davis@queensu.ca

Approved Dr. Leslie Flynn

Date

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- Approved
 - Not Approved
 - Sent to Finance Office