



CSSHE Travel Assistance / Annual Meeting 2012

Conditions for eligibility: You must be a CSSHE student member in good standing to be eligible for travel assistance. Conference registration fees do not include membership fees.

1. Only student members of CSSHE who are in good standing at the time of the conference are eligible for travel assistance. If you wish to be considered for travel support and are not currently a CSSHE student member, please attach a cheque in the following amount:

Student Membership	\$ 50.00
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2. Travel assistance is made possible through a grant provided by the Government of Canada through the Social Science and Humanities Research Council (SSHRC). This grant will be allocated proportionately to those student members whose applications are received on or before the DEADLINE of 6 July 2012.
3. Financial assistance will not duplicate other assistance given. Applicants must attest that they are not duplicating the financial assistance requested from the CSSHE for the purposes of travel, meals or accommodation from any other source(s).
4. Where full or partial support can be provided by another source for some portion of a claim, the amount of support and the contact person and / or organization authorizing that support must be identified. If requested in writing, original receipts may be returned. In such cases, however, the Secretariat will enter the amount paid by CSSHE on each original document.
5. Original receipts are the only receipts eligible for consideration for assistance. With respect to airline travel, the original airline ticket is required. With respect to accommodation, original hotel receipts are required.
6. Transportation costs in excess of discount economy fares (airline, train, bus, or other) available to conference participants will not be eligible for consideration in the calculation of travel assistance.
7. Eligible personal car distance will be calculated at a rate of \$ 0.33 per kilometer.
8. Eligible conference accommodation costs will be based on the lowest listed single university residence rate.
9. The calculation of expenses for meals or other charges shall be calculated on the basis of a per diem of \$30.00.
10. Claims that do not conform to these policies and guidelines will be returned to the claimant without reimbursement.
11. All reimbursement of expenses is subject to review and adjustment as a result of a subsequent audit.

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Name _____

Position _____

Dept./Faculty _____

Institution _____

Address _____

City/Province _____ Postal Code _____

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Type of Membership

Students only may apply

Role in Conference

Delegate only Presenter Facilitator/Chair

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Assistance Claimed For

	<i>Mode or Company</i>	<i>Costs claimed from CSSHE</i>	<i>Other Support</i>
Travel			Available from: Contact Person: Amount:
Accommodation			Available from: Contact Person: Amount:
Meals			Available from: Contact Person: Amount:

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I, _____, hereby attest that I am a CSSHE member in good standing for the period from January 1 to December 31, 2012, that the information provided above is accurate, that the sole original receipts are attached and that the assistance requested here is not available from and will not be requested from other sources.

Signature of claimant _____ Date _____

Return this document along with all original receipts to:

The Canadian Society for the Study of Higher Education
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