

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:**

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

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: Maxine Wilson, 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.**