



Application for the Paul C. Harris Travel Scholarship

The Paul C. Harris Travel Scholarship can be awarded to full-time graduate students in a Master's or Doctoral program in the Faculty of Agriculture only. In order to be eligible, students must present a poster or paper based on the results of their graduate thesis research at a national or international scholarly meeting or conference. A student is eligible for one travel scholarship per degree, and the student must be registered in the term when applying and the term that the conference occurs. Supervisor approval must be signified by signature on the application. The maximum amount awarded is \$250; this amount is subject to change.

Please refer to the Dalhousie Travel Policy located on the Financial Services website under "Travel Information". Per diem rates are as follows: Breakfast \$12.00; Lunch \$16.00; Dinner \$26.00.

Travel costs can be claimed only for travel from Truro to the location of the conference and must be based on the lowest available fares. Abstract, poster, banquet, and visa costs are not eligible. For conferences within 100km of Truro, only registration costs can be claimed; travel costs and per diem costs are not eligible.

Students traveling outside Canada must complete the Pre-Departure Session available at the International Centre Website.

Health coverage: Please be advised that international students on Study Permits are eligible for MSI insurance services only in Nova Scotia. All students should ensure they have adequate health coverage while out of the province.

If approved, you will receive a letter of confirmation via email. Please note: conference travel grant decisions are not subject to appeal.

After the conference, a completed travel expense claim form (available on the Financial Services website), together with original receipts (including all boarding passes) **must be submitted within 30 days to the Graduate Studies Office**.

The completed checklist and application must be submitted at least ONE MONTH prior to the conference date to the Graduate Studies Office (gradagri@dal.ca).

CHECKLIST:	
☐ YES	IS THE PRESENTATION ON YOUR THESIS TOPIC?
☐ YES	IS THERE A COPY OF YOUR ACCEPTANCE TO PRESENT A PAPER OR POSTER ATTACHED?
☐ YES	IS THERE A COPY OF THE REGISTRATION FEE COST ATTACHED?
☐ YES	IS YOUR APPLICATION SUBMITTED ONE MONTH PRIOR TO THE CONFERENCE TAKING PLACE? (APPLICATIONS WILL NOT BE ACCEPTED RETROACTIVELY)
☐ YES	FOR THOSE TRAVELLING OUTSIDE OF CANADA: HAVE YOU REVIEWED DALHOUSIE UNIVERSITY'S INTERNATIONAL TRAVEL POLICY AND THE INFORMATION IN THE "BEFORE YOU GO" SECTION OF THE INTERNATIONAL CENTER'S WEBSITE? HAVE YOU ATTACHED PROOF OF COMPLETION OF THE PRE-DEPARTURE SESSION, REGISTRATION WITH INTERNATIONAL SOS, AND COMPLETION OF THE EMERGENCY INFORMATION FORM?
☐ YES	IS THIS THE FIRST TRAVEL GRANT DURING THIS DEGREE?
☐ YES	ARE YOU REGISTERED IN THE CURRENT TERM <u>AND</u> THE TERM IN WHICH THE CONFERENCE IS BEING HELD?
☐ YES	ARE YOU A FULL TIME STUDENT?
☐ YES	IS YOUR RECORD CLEAR OF ANY FINANCIAL OR ACADEMIC HOLDS?
☐ YES	HAVE YOU PROVIDED YOUR VALID HOME MAILING ADDRESS? (DEPARTMENTAL ADDRESSES ARE NOT ACCEPTABLE)
☐ YES	SUPERVISOR'S SIGNATURE
☐ YES	HAVE YOU COMPLETED AND SIGNED THE APPLICATION?



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- APPLICATION MUST BE WORD-PROCESSED.
- COMPLETED APPLICATIONS MUST BE SUBMITTED AT LEAST ONE MONTH PRIOR TO THE CONFERENCE DATE.

NAME:	STUDENT ID #:
DEPARTMENT:	PROGRAM:
YEAR OF STUDY:	E-MAIL:
PHONE:	
HOME MAILING ADDRESS:	

I AM PRESENTING MY PAPER / POSTER AT: (FILL IN BELOW)		
CONFERENCE NAME:		
CONFERENCE LOCATION:		
CONFERENCE DATE(S):		
CONFERENCE WEBSITE (IF AVAILABLE):		
WILL YOU BE A REGISTERED STUDENT AT THE TIME OF THE CONFERENCE?:	☐ YES	☐ NO
IS THE PAPER/POSTER BASED ON YOUR CURRENT PROGRAM'S THESIS RESEARCH?:	☐ YES	☐ NO
TITLE OF PAPER/POSTER:		

ITEM COST LIST	DETAILS	AMOUNT
AIRFARE		+
GROUND TRANSPORTATION		+
REGISTRATION FEE		+
ACCOMMODATION (MAX OF \$120 CAD/ NIGHT; MAX 5 NIGHTS)		+
MEALS (MAX 5 DAYS PER DIEM)		+
OTHER		+
CONTRIBUTORS TO THIS TRIP (TO BE SUBTRACTED)		-
TOTAL AMOUNT OF TRAVEL GRANT REQUESTED		=

TO BE COMPLETED BY THE SUPERVISOR:		
"I CONFIRM THE STUDENT IS IN GOOD ACADEMIC STANDING AND THE PAPER/POSTER TO BE PRESENTED IS BASED ON THE APPLICANT'S CURRENT THESIS RESEARCH"		
SUPERVISOR NAME:	SUPERVISOR SIGNATURE:	DATE:

DELIVER TO: Graduate Program Assistant AT gradagri@dal.ca

NAME OF APPLICANT:	SIGNATURE:	DATE:
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FOR Graduate Studies Office USE ONLY:		
REQUESTING:		
Graduate Coordinator	SIGNATURE	DATE