

UBC Law Graduate Program

Conference and Research Travel Funding Guidelines

The Graduate Law Program has funding to support graduate student travel to academic conferences to present research findings and travel to conduct research.

Students may receive up to \$600.00 for conference travel and up to \$600 for research travel in each fiscal year (beginning April 1st) that they are in the program. Students are limited to one application for conference travel and one application for research travel each fiscal year.

Funds are limited and are distributed, based on the date of application, until the pool of funds for conference and research travel is empty.

Funds may be used for travel expenses to the conference or research location (including the costs of an economy fare airplane, train or bus ticket) or for accommodation expenses.

To apply for conference or research travel funding, please submit an application by email to Graduate Program Administrator Joanne Chung. Applications should be submitted *in advance of research or conference travel*.

To apply for **conference travel funding**, please provide a signed memo with the following:

1. name of conference (include host institution and conference location);
2. conference dates;
3. title of paper or presentation; and
4. itemized list of expenses, including receipts.

To apply for **research travel funding**, please provide a signed memo with the following:

1. research destination;
2. dates of travel;
3. purpose of research trip; and
4. itemized list of expenses, including receipts.

Graduate student supervisors should review applications before they are submitted to the Graduate Program and indicate their support in an e-mail to the Graduate Program Administrator.

In most cases, students will be reimbursed once travel has been completed and all receipts have been submitted. However, advances are possible if requested.

Other sources of travel funding for graduate students at UBC include:

1. Graduate Student Travel Funding from Faculty of Graduate Studies (one per degree program):
<http://www.grad.ubc.ca/awards/graduate-student-travel-fund>
2. Graduate Student International Research Mobility Award through the Office of the Vice President Research & International: <http://www.research.ubc.ca/gradfundingubc.aspx>

Please contact the Graduate Program Administrator Joanne Chung (chung@law.ubc.ca) if you have further questions.