

**DeGROOTE SCHOOL OF BUSINESS CONFERENCE RELATED TRAVEL APPLICATION**

The DeGroote School of Business Conference Related Travel program supports participation financially in national and international conferences of major significance, as well as representational and executive office activities in scholarly and professional organizations; thereby enhancing the reputation of the DeGroote School of Business and the University and encouraging excellence in research, teaching and professional development.

The maximum allowable Conference Related Travel funding for full-time faculty and emeriti is \$2,000 per annum (May 1 to April 30). There is no carry-forward of unspent portions on the annual conference related travel funding allowance of faculty and emeriti members. To apply for funding email a completed electronic copy of the Conference Travel Application to the Associate Dean(Faculty Affairs and Accreditation), DeGroote School of Business, in advance of the conference (email [adbusha@mcmaster.ca](mailto:adbusha@mcmaster.ca)).

A maximum of \$4,000 will be available for support for each PhD student during their PhD Program. There is no annual maximum and the funds may be spent any time during the student's time in the program. To apply for funding email a completed electronic copy of the Conference Travel Application to the PHD Program Administrator ([busphd@mcmaster.ca](mailto:busphd@mcmaster.ca)) and CC the Associate Dean (Graduate Studies), DeGroote School of Business, in advance of the conference (email [adeangsb@mcmaster.ca](mailto:adeangsb@mcmaster.ca)).

Applicants who plan to attend more than one conference must submit a separate application for each conference.

Applications from faculty holding contractually-limited appointments and students must include a workplan(maximum one page) to demonstrate that the activities for which they are requesting funding will be completed before their appointment and/or enrolment ends.

**Part A: General Information**

Name: <input style="width:90%;" type="text"/>	
McMaster ID: <input style="width:40%;" type="text"/>	Phone Extension: <input style="width:40%;" type="text"/>
Email: <input style="width:40%;" type="text"/>	Area: <input style="width:40%;" type="text"/>
Rank: (e.g., Professor, Associate Professor, Assistant Professor, Lecturer, PhD Student, Professors emeriti): <input style="width:95%;" type="text"/>	
Status: (e.g., Tenure, Tenure-track, Teaching-track, Contractually Limited Appointment, PhD Student, Professors emeriti): <input style="width:95%;" type="text"/>	
Name of Area Chair: <input style="width:95%;" type="text"/>	
Name of Supervisor (PHD Students only): <input style="width:95%;" type="text"/>	

**Part B: Conference Information**

Title of Conference: (One conference per application form.)	<input style="width:95%;" type="text"/>
Sponsoring Organization:	<input style="width:95%;" type="text"/>
Nature of Conference (e.g. national, international, other (please explain))	<input style="width:95%;" type="text"/>
Location: <input style="width:40%;" type="text"/>	Date: <input style="width:40%;" type="text"/>
Frequency of Conference:	<input style="width:95%;" type="text"/>

**Justification for Conference Attendance**

Nature of your Participation (e.g., presenting a paper, representational activities, etc.):

Title of Paper to be Presented (if applicable). If you are presenting a paper, please attach an abstract, note the participant selection process and if the proceedings will be published.

Please explain clearly how the proposed participation in the conference contributes to your career development, is appropriate to your career stage, and your role in the professional organization or body (if appropriate)

**Part C: Budget**

Transportation Costs:

Air (limited to economy-class airfare)

Ground (University mileage rate used at time of travel)

Other (passport and immigration fees are not eligible expenses)

Accommodation:

(Support is limited to 5 days. The recommended maximum daily rate for accommodation within Canada is \$120 CDN. The recommended maximum daily rate for accommodation outside of Canada is \$120 US. Justification must be provided for requests that exceed the recommended rates.)

Meals:

(Support is limited to 5 days. The recommended maximum is \$93.50 CDN per day. **Please note that the traveler is required to submit original itemized receipts for all meals.**)

Registration Fees:

Other Expenses:

Total Amount Requested: (Note the total amount not to exceed \$2,000 per annum (May 1 to April 30):

Applicant's Signature:

Date: