

As you received a directly deposited travel award, you must fill in the form as proof of attending

Name:

ID #:

Travel award amount:

Conference Name:

Conference location:

Conference dates:

Please fill all of the below costs that apply to you

| <u>Travel</u> | <u>Fees</u> |
|----------------------|------------------------------|
| Airfare | Registration |
| Train | Membership |
| Bus | Visa |
| Car rental | |
| Gas | |
| Taxi/Uber | |
| | <u>Accommodations</u> |
| | Hotel |
| | Airbnb |
| | |
| <u>Food</u> | <u>Other</u> |
| Food receipts | • |
| Per diem | • |

Total amount spent

If you spent more than the travel award amount and you claimed the remaining costs using an expense reimbursement, please provide the below information:

Expense report number:

Expense report cost:

You must attach a copy of your expense report with this form.

Student signature

Once filled out, please send this form and all documents in 1 PDF to
graduateadmin.chemistry@mcgill.ca.