

SPED Award Request

Name: _____ Date: _____

Address: _____

Email: _____

Student ID: _____

Date of function: _____

Total reimbursement requested: \$ _____

Budget line (please check):

A. Thesis Support Award

- a. Graduate Student \$500 maximum
- b. Graduate students may apply for funding to support their thesis research
- c. Copy of the research proposal and any receipts should be attached
 - i. All receipts must be accompanied by a 'Miscellaneous Expense Claim' form with itemized purchases listed and student signature
 - ii. All receipts must be original. Itemized and credit card payment must be shown for each purchase. Attach receipts to a piece of paper.
- d. Obtain your supervisor's approval and signature after they have checked all receipts and paperwork.

B. Conference Award

- a. Graduate Student \$1000 maximum
- b. Graduate students may apply for funding to travel to and present at an academic conference
- c. Copy of the conference proposal and any receipts should be attached
 - i. All receipts must be accompanied by a 'Travel Expense Claim' form with itemized purchases listed and student signature
 - ii. All receipts must be **original**. Itemized and credit card payment must be shown for each purchase. Attach receipts to a piece of paper.
- d. Obtain your supervisor's approval and signature after they have checked all receipts and paperwork.

*****Please return this form, receipts, and other documentation to Dr. Nancy Perry (mailbox or email nancy.perry@ubc.ca)

Student's Name: _____

OFFICE USE ONLY

_____ Date turned in to Nancy Perry

_____ Date turned in to Connie Choi

Student's Signature: _____

Supervisor's Name: _____

Supervisor's Signature: _____

Date: _____

OFFICE USE ONLY

_____ Date turned in to Nancy Perry

_____ Date turned in to Connie Choi