**SPED Award Request**

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| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |
|  |
| **Address:** |  |
|  |  |
|  |  |
| **Email:** |  | **Student ID:** |  |
|  |
| **Date of Function:** |  |
|  |
| **Total reimbursement requested: $** |  |
|  |  |

Budget line (please check):

1. Thesis Support Award
	1. Graduate Student $1000 maximum
	2. Graduate students may apply for funding to support their thesis research
	3. Copy of the research proposal and any receipts should be attached
2. 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

* 1. Obtain your supervisor’s approval and signature after they have checked all receipts and paperwork
1. Conference Award
	1. Graduate Student $1000 maximum
	2. Graduate students may apply for funding to travel to and present at an academic conference
	3. Copy of the conference proposal and any receipts should be attached
2. 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

* 1. 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 |  | Supervisor’s Name |
|  |  |  |
| Student’s Signature |  | Supervisor’s Signature |
|  Date  |  |  Date |
|  |  |  |
|  |  |  |