

The personal information collected on this form is collected under the legal authority of the *Royal Charter of 1841*, as amended. The personal information collected on this form will be used to confirm your eligibility for this award.



**Queen's**  
UNIVERSITY

## GRADUATE STUDENT CONFERENCE AWARD CLAIM FORM

This form must be filled out and submitted to Barbara Saunders upon your return from the conference. **DO NOT SUBMIT RECEIPTS WITH THIS FORM.** This award will be paid in one instalment directly to your bank account of record. **To confirm your bank account of record**, or to set up banking information to receive this direct deposit, log onto QCARD (<http://www.qcard.queensu.ca/>) and from the main menu click on: "Award Deposit Bank Information (Add/View) (Graduate Students only)" for information and instructions.

### Accountability of how funds were spent:

<b>Hotel Cost:</b>	
<b>Air/R.R./Auto:</b>	
<b>Meals: List expenses</b>	
<b>Breakfast, Lunch, Dinner</b>	
<b>List miscellaneous expenses:</b>	

<b>Student Name:</b>	
<b>Name of Conference:</b>	
<b>Date of Conference:</b>	
<b>Location:</b>	

As *supervisor*, I confirm that the applicant attended the conference described above.

<b>Signature:</b>	<b>Date:</b>
<b>Name: (Please Print)</b>	

*Please drop off or post: Mark Andrews, Room 201, Richardson Laboratory*