Travel Budget and Justification for SGS Grant in Aid of Research

Transportation - $CAD

|  |  |
| --- | --- |
| **Flights** |   |
| **Car Rental** |  |
| **Gas** |  |
| **Parking** |  |
| **Mileage** |  |
| **Public Transit/Taxi/Train** |  |
| **Total transportation costs** | $ 0.00 |

 Additional Costs - $CAD

|  |  |
| --- | --- |
| **Accommodations** |  |
| **Individual Meals (no alcohol)** |  |
| **Visa/Work Permits** |  |
| **Vaccinations (not covered by health insurance)** |  |
| **Other (permits, site fees, memberships, etc.)** |  |
|  |  |
| **Total additional costs** | $ 0.00 |

|  |  |
| --- | --- |
| **Total Costs** | $ 0.00 |

\*Include copies of any available quotes and/or receipts for any expenses listed above

\* Funding will not be provided for research equipment, computer hardware and software, office supplies, communication costs, medical, toiletry and other personal items.

\*For more information on items that are not covered and maximum values for covered expenses, please refer to the Guidelines for Reimbursements to Individuals For University Business: <https://financial-affairs.mcmaster.ca/app/uploads/2020/03/AP-01_Guidelines.pdf>

 List all sources of travel funding - $CAD

|  |  |  |
| --- | --- | --- |
| **Supervisor’s Contribution** | **Requested** | **Confirmed** |
| **Department Travel Funds** |  |  |
| **Faculty Travel Funds** |  |  |
| **CGS Michael Smith Foreign Study Supplement** |  |  |
| **Other travel awards through SGS** |  |  |
| **Other** |  |  |
|  |  |  |
| **Total sources of funding** | $ 0.00 | $ 0.00 |

**Budget Justification (required)**

**Describe in detail the purpose of your travel and what resources were used to determine all costs. If additional space is required, add another page.**