



**Faculty of Arts Small Travel Grant**

**APPLICANT AND TRAVEL INFORMATION**

Name		Department	
E-mail		Phone Extension	
Rank	Tenure-stream Other		
Full Name of Conference/Workshop/Meeting			
Location of Conference/Workshop/Meeting			
Date(s) of Conference/Workshop/Meeting			
Summary of paper/presentation and copies of correspondence with conference organizers confirming acceptance of the paper/presentation. If original correspondence cannot be provided, please type in the relevant information.			

**FINANCIAL INFORMATION**

Amount requested (\$500 max. per academic year)

*Note: Small Travel Grants are not intended to “top-up” the larger Faculty of Arts Travel Grants*

**Expenses (Please describe briefly)**

**Estimated Cost**

Transportation

Lodging

Local Transportation

Per Diem

Conference Registration

Other Expenses

**Total Expenses**

Do you have any remaining start-up funds?

Y      N

Amount \_\_\_\_\_

*Faculty members are encouraged to use their start-up funds before accessing internal grants.*

Has the proposed event received previous external funding?

Y      N

Funder \_\_\_\_\_

Program \_\_\_\_\_

Amount \_\_\_\_\_

Has the proposed event received previous ARTS internal funding?

Y      N

Program \_\_\_\_\_

Amount \_\_\_\_\_

Please state the reason(s) additional support is now needed

**SPONSOR ACKNOWLEDGEMENT**

Please indicate how the Faculty of Arts contribution will be acknowledged.

**SIGNATURE OF THE APPLICANT**

**DATE**

*Completed and signed application forms should be sent to Alvin Ying ([aying@torontomu.ca](mailto:aying@torontomu.ca)), Graduate Administration & SRC Coordinator and copied to Dr. Melanie Knight ([melanie.knight@torontomu.ca](mailto:melanie.knight@torontomu.ca)), Interim Associate Dean, Research and Graduate Studies.*

*Faculty members are reminded of the generous Professional Development Allowance that can be used for research and travel purposes. Faculty members are also encouraged to use their start-up funds before accessing internal grants.*