

UBC Undergraduate Nursing Student Travel Fund

Undergraduate nursing students are eligible to apply for reimbursement from the Undergraduate Nursing Student Travel Fund. The Travel Fund may provide financial support to a maximum of \$750 once per BSN degree program for approved undergraduate nursing students who present a paper or poster at an official conference or symposium (student workshops are ineligible). There are a limited number of awards available each year, which will be reviewed on a rolling basis. Only two student co-authors are eligible to apply for funding for the same presentation.

Value: Maximum of \$750 per UBC nursing undergraduate student.

Deadline: Applications are adjudicated by the Scholarship of Teaching and Research (STaR) committee throughout the year. Graduating BSN students must submit applications by April 1st to be considered for conferences hosted the same calendar year.

Eligibility: Student must be a current UBC nursing undergraduate student at the time of application and provide proof of presentation/poster acceptance. Students attending local conferences will only be eligible to apply for the cost of conference registration. Undergraduate students presenting at national and international conferences are also eligible to apply for travel and accommodation costs to a maximum of \$750. Students are only eligible for reimbursement from the Travel Fund once. The conference or competition acceptance must take place while the student is enrolled full-time in UBC-Vancouver Bachelor of Nursing degree program. Reimbursement of official expense receipts may occur within the same calendar year. Students on official on-leave status are not enrolled full-time.

Expenses: Eligible expenses include:

- travel (at economy airfare prices)
- accommodation
- conference registration
- meals

For information about per diem rates and other eligible travel expenses please see UBC Policy #83 - Travel and Related Expenses.

Application: Students must submit the following to the Office for Nursing Research & Teaching Scholarship (ONRTS):

- Completed Travel Fund Application. Application must be signed by student and a faculty nominator/mentor.
- Proof of conference presentation or poster.

Payment: In addition to application form, eligible students must submit original, itemized, and dated receipts for all expenses claimed. Credit card receipts that are not itemized are not acceptable for reimbursement. For air travel, original ticket with passenger itinerary/receipt is required. A passenger itinerary/receipt is required for e-tickets. Cheques will be generated by Financial Services and sent to the mailing address listed on the application form. Applications for reimbursement will be accepted only after travel is completed. It normally takes four to six weeks for Financial Services to process travel requisitions.