

**CSSR Claim for Travel Subsidy to the 2013 Annual Meeting /
SCÉR Formulaire de réclamation pour frais de déplacement pour la conférence annuelle de 2013**

To qualify for consideration for a subsidy from our very limited travel funds, applicants (all categories of membership) must meet the following criteria:

1. Be a paid-up member as of 1 June, 2013 and be a Canadian resident;
2. Not be receiving funds for attending the meeting from any other source;
3. Travel more than 500 kilometres round trip;
4. Participate in the programme as a presenter/discussant/respondent/panelist;
5. Forward this application, with receipts attached, to the treasurer by the required date.

The subsidy will be based on a maximum of the lowest available direct excursion air fare (automobile: gasoline only; inter-city bus and train tickets also qualify), apportioned from the amount available according to actual expenses among those eligible. Applications must be made on this form with original receipts appended (copies should be kept for security) and be postmarked by **June 28, 2013**. Sufficient explanation should be provided for any anomalies; no request for supplementary subsidies will be considered. No cheques will be issued for amounts of less than \$25.00. Student participants will receive up to a maximum of 75% of travel costs. Any remaining funds will be distributed amongst other participants. Students must send proof of their status from their university.

Name _____
Address _____
Telephone _____
E-mail _____

Expenses claimed (attach original receipts—keep a copy for your records)

Airplane (excursion rate only), bus, or train fare: \$ _____

OR Automobile expenses (receipts for gasoline only): \$ _____

Please check ALL applicable statements:

_____ I participated in the CSSR/SCÉR program on _____ at _____ am/pm as a: presenter / discussant / respondent / panelist (circle one)

_____ I am a paid-up member of the CSSR (as of 1 June, 2013)

_____ I am not receiving funds (in any amount) from any other source towards expenses related to attending this year's meeting.

_____ I reside more than 500 kilometres from the site of the meeting.

Signature: _____

Date: _____

Forward application and required attachments postmarked by **June 28, 2013** to:

Richard Mann, Treasurer, CSSR/SCÉR
2A51 Paterson Hall, Department of Religion, Carleton University
1125 Colonel By Drive
Ottawa, ON
K1S 5B6
Richard_mann@carleton.ca