

**CSSR Claim for Travel Subsidy to the 2016 Annual Meeting /  
SCÉR Formulaire de réclamation pour frais de déplacement pour la conférence annuelle de 2016**

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 30 May, 2016 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 **July 31, 2016**.

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 30 May, 2015)

\_\_\_\_\_ 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.

\_\_\_\_\_ I confirm that I have not submitted these receipts for full reimbursement elsewhere

Please note that if the CSSR determines that the recipient has received full funding from another source, the recipient will have to return any funds received from the CSSR.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Forward application and required attachments postmarked by **July 31, 2016** to:

Bethany Berard, Treasurer, CSSR/SCÉR  
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School of Journalism and Communication  
Carleton University  
1125 Colonel By Drive  
Ottawa, ON  
K1S 5B6  
[bethany.berard@gmail.com](mailto:bethany.berard@gmail.com)