**CSSR Congress Travel Subsidy - Intent to Submit Claim**

To qualify for consideration for a travel subsidy from the CSSR’s limited annual travel fund, applicants (all categories of membership) must meet the following criteria:

1. Be a paid-up member as of May 30th, and be a Canadian resident;
2. Not be receiving funds for attending the meeting from any other source;
3. Travel more than 500 kilometers round trip;
4. Participate in the programme as a presenter/discussant/respondent/panelist;
5. Submit a projected cost of travel (this form);
6. Submit the application for subsidy, with receipts attached, to the treasurer after the annual meeting by the required date (**July 15**)

Travel subsidies will be determined based on a maximum of the lowest available airfare (automobile: gasoline only; train fare and inter-city bus also qualify), allocated based on available funds as determined by eligibility of submitted expenses.

From the total travel cost listed on this form the treasurer will indicate the minimum that you will be reimbursed after the conference, and this may be adjusted once all travel claims have been received. The CSSR will not provide you with less than indicated after the receipt of this form, but may increase funding if requests are low in a given year. Please note that you **must** submit the formal request for funds with receipts after the conference.

Student travel submissions will receive priority as determined by CSSR policy. Remaining funds from the annual travel budget will be distributed among other requests.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Projected expenses:**
Airplane, bus, or train fare: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OR Automobile expenses: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that if the CSSR determines that the recipient is receiving funding from another source, the recipient will have to return any funds receive from the CSSR.

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

Please forward this form the CSSR Treasurer at TreasurerCSSR@hotmail.com no later than **May 1st 2024.**