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

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 May 30th, and be a Canadian resident;
2. Not be receiving funds for attending the meeting from any other source (funds received from Congress are the exception to this, only for the 2018 meeting in Regina)
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 the lowest available direct excursion air fare (or gasoline for automobile travel, inter-city bus and train tickets also qualify). Applications must be made on this form with original receipts appended (copies should be kept for security) and be postmarked by **July 15th**. Digital submissions will be accepted, provided scanned copies of all receipts are included in the submission.

Sufficient explanation should be provided for any anomalies; no requests for supplementary subsidies will be considered. Student participants will receive up to a minimum of 75% of travel costs. Any remaining funds will be distributed amongst other participants, those who have filled out the CSSR Intent to Submit form for travel funding will be considered first. Students must send proof of their status from their university.

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

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

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

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

Expenses claimed (included scanned copies of receipts or submit original receipts by mail; 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 May 30th)
\_\_\_\_\_ 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 reimbursement elsewhere

**Please note that if the CSSR determines that the recipient has received 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 15th** to:

Christopher Austin, Treasurer, CSSR/SCÉR

Dalhousie University

P.O. Box 15000

Dept. of Classics (Religious Studies)

Dr. Christopher R. Austin

Treasurer, CSSR

Halifax, Nova Scotia

B3H 4R2

Email: TreasurerCSSR@hotmail.com