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 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);
3. Participate in the program as a presenter, discussant, respondent, or panelist;
4. Submit this application, with receipts attached, to the treasurer by the required date.

The subsidy will be based on the lowest available direct excursion airfare (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 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 reimbursement for a portion of their receipted travel expenses. The exact amount will be determined based on the total pool of available funds and the number of eligible applicants. Those who have filled out the CSSR Intent to Submit form for travel funding will be considered first. Students must include proof of their status from their university.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expenses claimed (include 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 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**

Email: TreasurerCSSR@hotmail.com

or

Mail: Dalhousie University P.O. Box 15000 Dept. of Classics (Religious Studies) Halifax, Nova Scotia B3H 4R2