

SLST Graduate Student Conference Fund Application Process

Fund Description

In recognition of the importance of graduate students' academic development in presenting their work, the Graduate Program in Socio-legal Studies offers the SLST Conference Fund to help offset the costs of registration at conferences where students are presenting their research.

Applications are accepted once per year, in the Spring. Applications are reviewed and allocations determined by the GPD, who will report on disbursements to the Socio-Legal Studies Executive Committee.

Deadline

There is one competition per year. Completed and signed applications must be received in the Socio-Legal Studies Program Office by **4:00 pm, March 1** (*subject to change annually*). Applications that are incomplete or received after the posted deadline will be deemed ineligible for consideration.

Eligible Applicants

All Socio-Legal students (MA & PhD) who have had their work accepted at a conference for which there is a registration fee. Applicants must be registered as SLST graduate students on the date of application.

Eligible Expenses

Conference fees for conferences held between June 1st of the previous year to May 30th of the current year are eligible for reimbursement. In normal circumstances, the award is a reimbursement for conference fees already paid. When possible (i.e. budget permitting) conference dinners will be included as an eligible expense.

Ineligible Expenses

Meals (not including conference dinners), travel expenses, transportation costs, per diems, accommodations.

Amount of Allocation

Each year, SLST can spend up to \$750.00 on the SLST Graduate Conference Fund. Individual allocation amounts will vary based on the amount of applications and the number of high-expense applications in any given application cycle. Successful applicants may receive all, or a portion, of the total costs of conference registration. All efforts will be made to ensure an equitable distribution of funds.

Allocation Process

Once approved by the GPD, students will be notified by the GPA via e-mail of the amount allocated for the conference.

In order for students to be reimbursed, the **Claim for Reimbursement of Expenses** form and the **Receipt Itemization and Rebate Calculator** tool must be completed and submitted to the GPA, S735 Ross, after the conference. Link to the paper based forms are listed below:

http://www.yorku.ca/finance/documents/ClaimforReimbursement_Receipts_Required_for_Meals_manual.pdf

http://www.yorku.ca/finance/documents/rebate_calc_manual.xls

<https://www.oanda.com/currency/converter/>

Students must attach proof of payment of conference fees, proof of acceptance to the conference, as well as, proof of registration fees.