

TRAVEL GRANT POLICY FOR GRADUATE STUDENTS

The Faculty of Law has an annual budget of approximately \$10,000 to support LLM or SJD students' travel to conferences to present their work in progress on their theses during the course of their academic program.

After consultation with the [Graduate Law Students' Association](#), the following policy has been adopted:

- LLM students may request one or more travel grants to a maximum of \$500 for the duration of their program.
- SJD students may request one or more travel grants for a combined total of \$1,000. The university's fiscal year runs from May 1 - April 30. Expense claim forms and original supporting receipts for travel completed must be submitted no later than April 1st each year. Student shall indicate on their request whether they are requesting the maximum amount or a lesser amount.
- SJD students shall have a cap of \$2,000 over the course of registration in the SJD program, subject to the exception below.
- Travel grants must be requested prior to attendance at the conference using the Travel Grant Application Form ([on the Forms webpage](#)). You will be advised in advance of the conference if a grant has been awarded and the amount of the grant.
- Travel grants shall be awarded on a first-come, first-granted basis. Once the annual funds have been depleted, subsequent requests will be declined.
- If, at the end of the year, funds remain in the travel budget, the additional funds will be distributed as follows:
 1. First, any remaining funds will be distributed to any SJD student who has been refused a travel grant that year because they have reached the \$2,000 cap; such awards shall be limited to \$500;
 2. If funds remain, then the balance of the travel fund will be distributed in the form of a "top up" to those LLM and SJD students, who during the year, have received travel grants. Such top ups will only be available to students who have incurred expenses (with original receipts submitted) over and above the amount of the grant.
- Students must present at the conference; under no circumstances will travel grants be awarded for a student to attend a conference at which he or she does not make a presentation.
- Grants are paid after the conference, upon submission of a memo to the Graduate Program Coordinator detailing the expenses incurred and adding receipts. The **original boarding receipts** for air/rail/etc travel must also be submitted (copies are not acceptable).