Global Learning Travel Fund

Purpose:
The purpose of the fund is to support undergraduate student travel that will enhance their own academic experience and make a clear contribution to enhancing the U of T Scarborough student experience. This initiative is an attempt to address the financial need of students, in support of the University of Toronto’s priorities to increase student mobility. The fund assists students to undertake a credit-bearing global learning experience, such as a field course, exchange, summer abroad course, language course, internship, research, or community-engaged learning.

Details of Award:
The Global Learning Travel Fund is an expense reimbursement award. This means that funds are usually awarded after returning from the academic travel. Eligible expenses for which receipts are produced will be reimbursed up to $2,500 per student per award, and is not meant to cover 100% of costs.

Eligibility:
To be eligible to apply for this fund, you must:

- be registered full-time in the academic year in which you plan to travel or full-time in the semester immediately preceding the academic travel;
- have completed a minimum of 5.0 FCEs (Full Course Equivalents)
- have a minimum Cumulative Grade Point Average (CGPA) of 2.25 or higher;

Applications:
Applications must be submitted online through the Intranet, and must include:

- Completed application form (including student number, email, and phone number);
- A letter to the Dean of Student Affairs indicating:
  - what the experience entails;
  - how credit is obtained (U of T course, exchange transfer credit, general transfer credit, etc.)
  - how participation in the experience aligns with your academic program;
  - the reason funds are requested (need);
  - how you plan to share your experience with the UTSC community;
- A letter or statement from the organizing program or professor, indicating your nomination/acceptance to participate in the experience;
- A detailed and realistic budget of costs AND resources (including any other funds you have applied for or received for this experience);
- Transcript (ACORN printout is acceptable);
The Global Learning Travel Fund will cover in-person travel only (virtual is excluded). As of May 25, 2020, the University of Toronto has cancelled future University activity to international locations for all students until December 31, 2020. University activities abroad on or after January 1, 2021 are scheduled to continue at this time, but are subject to cancellation at a later time. For updates on COVID-19 and university activities abroad, please continue to check the VP Students website: https://www.viceprovoststudents.utoronto.ca/covid-19/#FAQSafetyAbroad

- Students awarded funds to travel outside of Canada are required to complete the Safety Abroad Workshop and register their travel on the Safety Abroad Registry. Please contact the International Student Centre at studyabroad@utsc.utoronto.ca for any pre-departure questions.
- If approved, original receipts must be submitted for reimbursement.

Deadlines:
Applications must be submitted online through the intranet by 11:59 pm on the deadline date:

- Round 1: Friday, October 30, 2020
- Round 2: Friday, February 26, 2021
- Round 3: Friday, March 26, 2021

Late or incomplete applications will not be considered.

Selection Process:
After each deadline, a committee reviews applications for this fund. The committee consists of the following members (or their delegates):

- Dean of Student Experience & Wellbeing
- Assistant Dean, Student Life, Community Outreach and International Experience
- Vice–Dean, Undergraduate
- VP Academics, Scarborough Campus Students’ Union

Once decisions have been reached, you will be notified by email to check your application status on the Intranet.

Decisions will include: whether the application has been approved, the overall amount, and the maximum amounts for each type of eligible expense (airfare, ground travel, conference/experience registration fee, etc.).

Selection Criteria:
Selection will be based on:
- how closely the application aligns to purpose of the award
- financial need
- previous receipt of the fund
Preference will be given in the following order:

1. students participating in a UTSC-organized experience,
2. students participating in a U of T-organized experience
3. students participating in experiences organized by other institutions.

Where necessary, decisions may also be based on your CGPA, the amount of time left in your UTSC degree to participate in academic travel, and whether you will be earning money for this experience.

**Claiming the award:**

- Original receipts for expenses incurred must be presented at the Office of Student Affairs.
- Reimbursement follows the general University of Toronto policies and guidelines on Travel and Reimbursable Expenses, and is at the discretion of the Office of Student Affairs.
- Funds will be available through Direct Deposit or Cheque available for pick up at the Office of Student Affairs, depending on whether you have previously worked at UTSC.
- Funds allocated through the Global Learning Travel Fund remain available to claim until September 30th of the academic year following the one in which they were awarded.

**Questions?**

Please contact us by phone at 416-208-4760 or by email at studentexperience.utsc@utsc.utoronto.ca.
Global Learning Travel Fund Application

Name: ____________________________________________

Student Number: __________________________________

UofT Email: _______________________________________

Round #: _________________________________________

Phone: __________________________________________

Year of Study: ____________________________________

Program Area: ____________________________________

Travel Destination: ________________________________

Name of conference/travel: __________________________

Start Date: _______________________________________

End Date: _________________________________________