

## Academic 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 academic travel. The fund assists students to undertake an experience that is non-credit-bearing, but contributes to the individual's academic direction towards research, graduate school, engaging with the academic community, or community-engaged learning.

### Details of Award:

The Academic 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 3.0 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 Experience & Wellbeing indicating:
  - what the experience entails;
  - how participation in the experience aligns with your academic program;
  - how participation contributes to your academic direction;
  - the reason funds are requested (need);
  - how you plan to share your experience with the UTSC community;
- A brief letter or statement of support from a professor describing how the proposal is consistent with your academic direction;
- A detailed and realistic budget of costs AND resources (including any other funds you have applied for or received for this experience);
- Promotional material or other information about the experience;
- Transcript (ACORN printout is acceptable)

- The University of Toronto has extended the suspension of all outbound U of T student activities outside of Canada to December 31, 2021 due to the uncertainty caused by the COVID-19 global pandemic. University activities abroad on or after January 1, 2022 are scheduled to continue at this time, but please keep in mind that conditions created by the pandemic may require changes. Please refer to the [VP Students COVID-19 FAQ page](#) for the latest updates and frequently asked questions.
- 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](mailto:studyabroad@utsc.utoronto.ca) for any pre-departure questions.
- If approved, original receipts must be submitted for reimbursement.
- Applications for any model United Nations-related trips will no longer be accepted.

### Deadlines:

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

- Round 1: Friday, October 29, 2021
- Round 2: Friday, February 25, 2022
- Round 3: Friday, March 25, 2022

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:

- academic merits of the experience
- timing (i.e. to avoid missing classes)

- how closely the application aligns to purpose of the award
- the degree of engagement in the experience (e.g. preference will be given to students who are presenting a paper/poster over those attending a conference)

Where necessary, decisions may also be based on your CGPA and the amount of time left in your UTSC degree to participate in academic travel.

### Claiming the award:

- Original receipts for expenses incurred must be presented at the Office of Student Experience & Wellbeing.
- 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 Experience & Wellbeing.
- Funds will be available through Direct Deposit or Cheque available for pick up at the Office of Student Experience & Wellbeing, depending on whether you have previously worked at UTSC.
- Funds allocated through the Academic 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@utoronto.ca](mailto:studentexperience.utsc@utoronto.ca).