

Research Travel Claim Information

The purpose of this optional form is to aid in the documentation of research travel claims.

Affiliation

Where the traveller is not the PI, select the appropriate affiliation of the claimant to the project(s) being charged:

Grad Student	Project Manager	PDF
Research Assistant / Associate	Visiting Researcher	Guest Speaker
Collaborator	Other (specify)	

Trip Purpose

Use the space below to describe the purpose of this trip; the purpose should provide the reason(s) why the travel was necessary for the research funded by the grant. If this travel was for fieldwork or collaboration, please include the name(s) of people and location(s) visited (ideally attaching an agenda or an invitation).

Example: To attend the research conference on ABC (the circumstance) which is relevant to my grant funded research on XYZ because (the reason).

See [Research Finance Compliance Samples](#) for additional examples.

Conference Prospectus

For conference related travel, please attach a copy of the conference prospectus (program) to the claim. The prospectus should contain:

- A cover sheet which shows the location, dates and title of the conference
- The agenda (discretion can be used if printing the complete document is not practical)