



# The Dalhousie Association of Graduate Students

Grad House, 1252 LeMarchant Street  
Halifax, Nova Scotia, B3H 3P7

## Conference Travel Reimbursement Form

*To be used by DAGS Board Members for conference expenses.*

### 1. APPROVING CONFERENCE TRAVEL

Conference name: \_\_\_\_\_

Conference dates: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Signature

Date

Pre-approved by: \_\_\_\_\_

Signature

Date

### 2. REGISTRATION/DELEGATE FEE

Conference registration/delegate fee \$

### 3. TRAVEL COST (choose one)

Air ticket, round-trip economy class or equivalent \$

Train ticket, round-trip economy class or equivalent \$

Bus ticket, round-trip \$

Gas and mileage for use of own car

\$ \_\_\_\_\_ + ( \$0.35/km x \_\_\_\_\_ km ) = \$   
Full cost of gas                      Rate per km                      Kilometres

Economy-sized vehicle rental \$

Fraction of cost of using shared vehicle:

\$ \_\_\_\_\_ ÷ \_\_\_\_\_ = \$   
Total cost                      # People

### 4. ACCOMMODATIONS

\_\_\_\_\_ x \$ \_\_\_\_\_ ÷ \_\_\_\_\_ = \$   
# Nights                      Nightly rate                      # People



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## 5. MEALS (choose as appropriate)

For meals not covered in conference registration costs or provided without charge:

_____ breakfasts	x	\$9.00	=	\$ _____
_____ lunches	x	\$14.00	=	\$ _____
_____ dinners	x	\$24.00	=	\$ _____
_____ incidentals	x	\$5.00	=	\$ _____
			Total	\$ <input type="text"/>

For days when all meals provided:

_____ days	x	\$15.00	=	\$ <input type="text"/>
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## 6. TRANSPORTATION

- Bus fare(s) \$
- Taxi(s) \$
- Other transit: \_\_\_\_\_ \$

## 7. TOTAL EXPENSES (sum of sections 2 through 6) \$

## 8. FINAL APPROVAL

Reviewed by: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date