



Conference Support Funds for Students Master of Public Health Program

September 2021

Policy

The Department of Public Health Sciences has a small fund available to provide financial support to MPH students who would like to attend a public health related conference. A “conference” is defined as a convention, seminar, symposium or other formal gathering where participants are informed about issues related to public health. Conferences offered both in-person and virtually are considered. Business meetings and training seminars or courses are not considered conferences.

While enrolled in the MPH degree, each MPH student (full-time or part-time) may request a maximum of \$150 total in support of costs for attending a conference. Funds may be used to cover expenses for conference attendance including conference registration fees or travel costs (e.g. train, bus or plane fare, car mileage, or hotel accommodation). This fund is limited, and is available on a first come, first served basis.

All conference support funding must be approved in writing, in advance, by the MPH Program Director. Funds are reimbursed after the conference, based on original receipts.

Procedure

1. Student submits Request for Approval of Conference Support Funds (next page) to Department and Financial Administrator (Nikki Remillard, email: nikki.remillard@queensu.ca)
2. Department and Financial Administrator sends form to MPH Program Director (Erica Weir, email: erica.weir@queensu.ca) for review and return
3. Department and Financial Administrator informs student of decision in writing (approval or rejection) of MPH Program Director
4. Student attends conference
5. **After** the conference is completed (and if prior written approval for funding support has been given), student completes expense claim for reimbursement. The Department and Financial Administrator will provide guidance to the student on how to complete this expense claim using the ERS system: <https://www.queensu.ca/financialservices/procedures/travel-and-related-expenses>. The expense claim must include original receipts (including boarding passes if applicable), as well as a copy of the conference agenda.

Document History

Primary Author	Bren Melles, Senior Program Officer	Last updated July 21, 2020
Approved	Erica Weir, Program Director	August 6, 2019
Revised	MPH staff team	August 17, 2021
Revised	Bren Melles, with input from Nikki R	September 7, 2021



Request for Approval of Conference Support Funds Master of Public Health Program

Instructions:

Prior to attending the conference, the student should complete and submit this form to the Department and Financial Administrator by email. (Nikki Remillard: nikki.remillard@queensu.ca). Along with this form, the student must attach a copy of the conference title page and agenda, showing the name, location and dates of the conference. Note that funds are reimbursed **after** the conference is completed, based on original receipts, including boarding passes if applicable. With the guidance of the Department and Financial Administrator, expense reports will be submitted by the student using the ERS system at: <https://www.queensu.ca/financialservices/procedures/travel-and-related-expenses>.

1. **Student Name:**

2. **Title of conference:**

3. **Date and location of conference:**

4. **Amount of support funds requested (maximum \$150 total per student):**

5. **1-2 sentence rationale for receiving MPH program conference support funds:**

Date Received by Department and Financial Administrator: _____

MPH Program Director Approval:

Signature

Date