

## Financial assistance program for participating in doctoral conferences and consortiums

The request for financial assistance must be submitted prior to the doctoral conference or consortium. This is because the Ph.D. Program Office's resource envelope is limited.

The envelope is determined each fiscal year, which begins on May 1 and ends on April 30.

### **Eligibility**

- You must present a paper at a doctoral conference or consortium.
- You must be registered in the program both when the request for funding is submitted and when the doctoral conference or consortium is held.

*Note:* You are not eligible if your studies have been suspended (maternity leave, sick leave, etc.) or if you have been barred from the program.

### **Allocated amounts**

The financial assistance provided by the Ph.D. Program Office amounts to a total of \$2,000 for the entire duration of your studies.

If you have already received financial assistance worth less than \$1,000 by May 31, 2010, the financial assistance you receive will be \$2,000 minus the amount already received for the rest of your studies.

If you have already received financial assistance worth \$1,000 or more by May 31, 2010, the financial assistance you receive will amount to no more than \$1,000 for the rest of your studies.

To find out how much you have already received, contact Julie Bilodeau ([julie.2.bilodeau@hec.ca](mailto:julie.2.bilodeau@hec.ca)).

*Note:* Once the year's resource envelope is nearly exhausted, priority will be given to fifth-year students and students who have never made use of the program.

### **Frequency**

You may apply for financial assistance at any time during your studies. You may use the funds received to attend one or more doctoral conferences or consortiums provided that you present a paper.

### **Documents to provide when applying for financial assistance**

- Proof that your paper has been accepted for presentation at a doctoral conference or consortium
- A one-page abstract of your paper
- The dates of the doctoral conference or consortium
- A rough budget

These documents must be e-mailed to Julie Bilodeau. Once she has analyzed the documents, she will notify you by e-mail of the amount of assistance to be provided, given the available budget.

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### Reimbursable expenses

- Transportation costs: plane, train, bus, taxi, personal vehicle (amount/km), etc.
- Accommodation: hotel, B&B, university dorm room, friends or family (\$20), etc.
- Meals: No receipts are required. You will receive a per diem multiplied by the number of nights. The value of the per diem will vary according to where the doctoral conference or consortium is held:
  - In Canada and the United States:  
<http://www.njc-cnm.gc.ca/directive/index.php?lang=eng&svid=5&sid=98&merge=2>
  - Abroad: [http://www.njc-cnm.gc.ca/directive/app\\_d.php?lang=eng](http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng)
- Conference and consortium registration fees
- Association membership fees

**Note:** In the case of doctoral conferences and consortiums taking place in Montreal, only registration and membership fees are reimbursable.

### Getting reimbursed for expenses incurred before the doctoral conference or consortium

- Bring the following documents to Julie Bilodeau:
  - Invoices for eligible expenses already incurred. Only original invoices are accepted.
    - If the invoice bears no proof of payment, you must also provide proof of payment (a copy of your credit card or bank account statement).
    - If the payment was made by someone other than you, you must provide this person's written authorization—either an e-mail message or a letter—to the effect that you should be the one to be reimbursed for the expense.
  - Proof of the exchange rate paid so that you can be reimbursed at the same rate—you can submit the receipt from the foreign exchange bureau or the rate specified on your credit card or bank statement. If you do not provide the exchange rate, we will use the rate set by the Bank of Canada.
- Julie Bilodeau will process the reimbursement request by means of an electronic form, which she will then send to the director of the Ph.D. program for approval.

**Note:** If the expenses are shared with another department, centre, chair or professor, both reimbursement requests must be made on the same form. You must provide us with the third party's budget number (CCS), as it must be specified on the electronic form in order for the expense to be approved by the person in charge of the third-party's budget.

- Unlike grants, reimbursements are made by cheque. The cheque will be mailed directly to your home address. Make sure that you keep your address up to date on *HEC en ligne*.
- If you would like to be reimbursed before you leave, you are advised to submit the reimbursement request at least one month before the doctoral conference or consortium. Once the request is sent, the accounting department will usually issue your cheque within 10 business days.

**Important note:** If you are travelling by air, keep and provide all original boarding passes after the conference or consortium, even if your airline ticket has been reimbursed before the conference or consortium.

## Getting reimbursed for expenses incurred after the doctoral conference or consortium

- Bring the following documents to Julie Bilodeau:
  - Receipts for eligible expenses already incurred. Only original receipts are accepted.
    - If an invoice bears no proof of payment, you must also provide proof of payment (a copy of your credit card or bank account statement).
    - If the expense was paid by someone other than you, you must provide this person's written authorization—either an e-mail message or a letter—to the effect that you should be the one to be reimbursed for the expense.
  - Proof of the exchange rate paid so that you can be reimbursed at the same rate—you can submit the receipt from the foreign exchange bureau or the rate specified on your credit card or bank statement. If you do not provide the exchange rate, we will use the rate set by the Bank of Canada.
  - Original boarding passes, if applicable.
- Julie Bilodeau will process the reimbursement request by means of an electronic form, which she will then send to the director of the Ph.D. program for approval.
- **Note:** If the expenses are shared with another department, centre, chair or professor, both reimbursement requests must be made on the same form. You must provide us with the third party's budget number (CCS), as it must be specified on the electronic form in order for the expense to be approved by the person in charge of the third-party's budget.
- Unlike grants, reimbursements are made by cheque. The cheque will be mailed directly to your home address. Make sure that you keep your address up to date on *HEC en ligne*.

**Please note that these documents are required to getting reimbursed. You are responsible of the conservation and the transmission of these documents.**

## Contact

You can call **Julie Bilodeau** of the Ph.D. Program Office at 514-340-6218 or e-mail her at [julie.2.bilodeau@hec.ca](mailto:julie.2.bilodeau@hec.ca).