

PEIOTS TRAVEL BURSARY

Purpose

The Travel Bursary is intended to assist members of the society to travel to a regional or national occupational therapy conference where funding received from other sources (e.g. union, employer, etc.) does not cover the full costs of travel. The member may be a) presenting a poster/paper, b) receiving recognition/award for contribution to practice, or c) participating in another manner (panel member, etc.).

Letter of Approval

Successful applicant for the bursary will receive a letter confirming approval and stating the specific amount of funding provided. A cheque will be forwarded directly to the applicant for approved travel costs.

Guidelines for the fiscal year May 01 - April 30:

- 1) Applicants must be a member of the PEIOTS.
- 2) Applications must be received 2 weeks prior to the conference.
- 3) Funding will be considered for CAOT Conference or OT Atlantic Conference.
- 4) Each application will be reviewed Applicants may be approved for travel costs up to a maximum of \$1000.
- 5) A maximum of two (2) bursaries may be awarded each fiscal year; no member will receive more than one award per fiscal year.

Completion of the Application Form

- 1) All pertinent information must be included (copy of program indicating name, letter re recognition, etc.)
- 2) Original receipts must be submitted within 10 days of the completion of the conference

Expenses

The following will be considered at the discretion of the executive:

- 1) Airfare
- 2) Ground transportation (taxis, bus, etc.)
- 3) Bridge, toll booth
- 4) Mileage (will use government rate current for conference time frame)
- 5) The Bursary **does not** include reimbursement for registration, accommodation, or meals
- 6) In the event that the conference is cancelled or you do not attend, ALL monies must be returned immediately.

Application to be forwarded to: Heather Cutcliffe, QEH, PO Box 6600, Ch'town, C1A 8T5

PEIOTS TRAVEL BURSARY
Application for Funding

Name: _____ PEIOTRB License #: _____

Mailing Address: _____

E-mail: _____ Home Telephone: _____

Worksite: _____ Work Telephone: _____

Photocopy of conference application must be included with application

Conference Title: _____ Date(s) of Conference: _____

Pre-registration deadline (if applicable): _____

Explain your reason for requesting the Travel Bursary:

Have you received and/or applied for financial assistance from any other source(s) for this conference? Yes No

Please specify: Workplace _____ Union _____

(the contribution) Other, specify _____

State the amount of assistance requested from the PEIOTS Travel Bursary: _____

Please provide a breakdown of the travel costs. _____

Signature of Applicant: _____ Date: _____

Office use only:

Date application received: _____ Pending _____ Approved

Not Approved _____

Date receipts received: _____ Cheque #: _____