

**Centre for Industrial Relations and Human Resources**  
**PhD Student Travel and Professional Development Funding Policy**

1. Registered CIRHR PhD students in the funded cohort who are not on leave will each have access to \$2,000 CAD in travel funding per year (12 months starting May 1). For students on leave for part of the year, funds will be pro-rated according to the length of the leave.
2. Travel funding will normally be provided to registered students in their first year outside the funded cohort under this policy, subject to internal availability of funds. Funds will not normally be provided to registered students after their first year outside the funded cohort under this policy.
3. Students must submit a pre-approval request to the PhD Coordinator for all conference and professional development workshop-related expenses and travel. The CIRHR business officer requires a short explanation of how attending the conference will benefit your academic and research goals, along with written approval from the CIRHR PhD coordinator confirming that they have recommended you attend the conference or workshop.
4. Conference registrations and travel expenses count against the student's allocation in the year when the event begins, not when they are incurred. Academic association memberships will be counted against the allocation in the year the expense is incurred.
5. Students may use these funds to attend and/or present at academic conferences, to attend professional development conferences related to their program of research, or to purchase memberships in relevant academic associations. Funds may not be used to purchase memberships in professional associations.
6. Funding may be used for direct reimbursement of expenses such as conference and association membership and registration fees, transportation, accommodations, meals, and any direct costs related to creating the presentation (e.g., poster printing).
7. For conference/professional development workshop related expenses, students should submit relevant original receipts, itinerary, and proof of attendance to the CIRHR business officer **within 12 weeks** of the conference/workshop. Please allow three weeks for payment through ACORN, upon submission of a completed payment request and all required documents.
8. Students will be required to submit any other funding requests (i.e. memberships) with relevant documentation to the CIRHR business officer **before April 1** each year.
9. Funds shall be used in accordance with the University of Toronto's [Travel and Other Reimbursable Expenses Policies and Guidelines](#). Students are encouraged to familiarize themselves with the University of Toronto's policies and discuss potential conflicts in advance with the PhD Coordinator and/or CIRHR administrative staff.

10. Funding may not be carried over from one academic year to the next and cannot be used for other purposes.
11. Additional funds may be available upon request to the PhD Coordinator for supporting travel associated with the completion of the thesis.

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