



INFORMATION / EXPENSE APPROVAL REQUEST FOR PARTICIPATION IN A SEMINAR/CONFERENCE (IN NORTH AMERICA)

Expense approval request to be submitted at least 15 days before the event

Additional details to send after the event (i.e.: photo, short summary, 2 slides, blog).

SCHOLAR INFORMATION

LAST NAME:	FIRST NAME:
CBIE STUDENT #:	COUNTRY OF ORIGIN:
EDUCATIONAL INSTITUTION ATTENDED:	
LEVEL OF STUDY:	PROGRAM OF STUDY:
NAME OF PROGRAM DIRECTOR:	

EVENT INFORMATION

SEMINAR/CONFERENCE TITLE:	
START DATE:	END DATE:
SEMINAR/CONFERENCE VENUE:	
AGENCY RESPONSIBLE FOR THE SEMINAR/CONFERENCE ORGANIZATION:	
THEMES COVERED:	
RELEVANCE OF SEMINAR/CONFERENCE TO PROGRAM OF STUDIES:	



ESTIMATED COSTS

REGISTRATION FEE (A): _____ \$

TRANSPORTATION COSTS (B): _____

BUS \$ TRAIN \$ PLANE \$ TOTAL \$

ACCOMMODATION EXPENSES (C): _____

• SCHOLAR COST/NIGHT \$ # OF NIGHTS TOTAL \$

• FRIEND/RELATIVE COST/NIGHT \$ # OF NIGHTS TOTAL \$

TOTAL COSTS (A+B+C): _____ \$

COSTS PAID BY: CBIE AGENCY

FINANCIAL ADVANCE REQUIRED: YES \$ NO

PLEASE NOTE THAT FINANCIAL ADVANCES ARE ONLY ISSUED AT THE END OF EACH MONTH.

DOCUMENTATION (IN CASE OF A MAJOR CONFERENCE)

Please attach a copy of the documents below and ensure that the request is complete before submitting it to CBIE. Incomplete requests will not be processed.

LETTER OF INVITATION FROM AGENCY RESPONSIBLE FOR CONFERENCE (IF APPLICABLE)

PROGRAM DIRECTOR'S LETTER OF RECOMMENDATION CONFERENCE PROGRAM

SIGNATURES

SCHOLAR'S SIGNATURE: _____ DATE: _____

ALT MANAGER'S SIGNATURE: _____ DATE: _____

DOCUMENTS TO SUBMIT TO CBIE FOLLOWING THE EVENT

1. Short summary of event including learning/competences acquired
2. Photo and 2 PowerPoint slides summarizing the event for social media