



# Department of Astronomy & Astrophysics

## Faculty of Arts and Science

### University of Toronto

#### REINHARDT TRAVEL AWARDS

Through a bequest to the department made by Mr. Carl Reinhardt, limited funds are available to support student travel for field trips and for attending scientific meetings in order to present a paper.

All applications for Reinhardt Travel Awards should be made *as early as possible*. In most cases, this will mean that the award request is made *at the time of awarding of observing time or planning attendance at a scientific meeting*. This will assist the Reinhardt committee in budgeting; more importantly, it will prevent a situation arising in which a student applies for and receives telescope time on the assumption that a Reinhardt award will be made and later finds out that it will not. This could cause problems, especially if the supervisor is also unable to cover the cost. By applying early, students will know where they stand with respect to travel expenses. If funds are short, the committee will give the highest priority to travel required for thesis work.

To apply, the student sends an e-mail to his/her supervisor describing the intended travel including date, destination, purpose and estimated costs broken down into travel, accommodation, per diem expenses, and any other costs. Please copy and paste the following form and fill it in when submitting your application:

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Supervisor Name:

Purpose of Trip:

(Title of paper for conference request):

Destination:

Dates:

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Budget - (CAD \$\$ please)

Travel: (airfare):

(ground connections):

Accommodation:

Per diem:

Fees (specify):

Total:

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Please note that students are eligible to request for Reinhardt travel for observing and conference travels (if they give a paper), assuming they are approved and supported by the supervisor. The student should send the request (based on the above template) itemizing the costs in CAD currency and send it to the supervisor. The supervisor should then forward the request, stating the rationale behind the travel and that he/she supports and approves the travel, to the Reinhardt committee (via the Graduate Administrator). The committee makes the decision, and the Graduate Administrator will forward the decision to the supervisor and student.

Please note that Application **MUST** be submitted at least *two weeks* prior to the travel, preferably much earlier in order to secure a reasonable airfare. Requests submitted after the two-week deadline will be put on-hold. Requests submitted after the travel **WILL NOT** be considered.

Needless to say, every effort should be made to keep costs down; e.g. reduced airfares should be obtained whenever they are available (by advance booking if necessary). The e-mail is then forwarded by the student's supervisor indicating their approval to the chair of the Reinhardt Committee (normally the Associate Chair). In the case of non-thesis related travel, the committee may poll the student's Ph.D. committee for its opinion of the proposal including the cost. Decisions are usually made within one week. If an advance is necessary, it must be requested at least *three weeks* before the departure date (see Financial Assistant for the necessary form).

In order to attempt to control the rate of growth, and the inevitable increase in demand because of larger incoming cohorts, the committee will scrutinize the costs of the travel more closely. Supervisors are urged to ask students to keep travel costs to the most economical possible. (e.g., this may include booking the most economically air flights, minimizing the use of taxis, sharing accommodation with other students when possible, etc.)

### **Some points to remember filling out the Reinhardt form:**

- (1) The cost for the conference banquet should NOT be put in as part of the conference fee (if these two fees are separately listed by the conference). That should be absorbed as part of your per diem request (since it is "meal").
- (2) Similarly, if the conference fees provide meals, or the accommodation cost include some meals, these should be accounted for (i.e., not counted) in figuring out the request for the per diem request.
- (3) The item "per diem" means the total per diem (i.e., the total you would like to ask for for meals for the whole trip, not the amount you request for each day).
- (4) The cost for making the poster for your presentation should NOT be included under the Reinhardt travel fund, since it is not a "travel" item.
- (5) The cost for joining an association (e.g., AAS membership fee) so that you can attend the conference is not part of the travel reimbursement. In fact, it is a personal expense (since it is your membership), not coverable by any grant.
- (6) If you require a fee for a visa to enter a country, please list that separately (and state so) from the conference fee. Please note that the cost for passport is a personal expenses.

## Per Diem allowance:

A fixed allowance covering meals and incidental expenses may be claimed, without receipts, in lieu of specific expense reimbursement, in Canadian dollars, as follows:

	<b>In Canada</b>	<b>USA or International</b>
Breakfast	\$10.00 CAD	\$15.00 CAD
Lunch	\$15.00 CAD	\$22.50 CAD
Dinner	\$25.00 CAD	\$37.50 CAD
Total Daily Allowance	\$50.00 CAD	\$75.00 CAD

Please note that it is not permitted to claim a full day per diem of \$50.00 when at a conference if the conference fees include a meal component, or if travel begins in the middle of the day.

### Reinhardt Travel Guidelines

The Reinhardt committee uses the following set of guidelines in its consideration of student applications for travel support.

#### A. Top Priority (weight = 1.0):

- observing/field trips on behalf of thesis research;
- analysis and reduction which cannot be done locally.

#### B. Medium Priority (weight = 0.5):

- observing/field trips on behalf on non-thesis research (usually projects promoted by supervisors);
- travel to conferences/workshops to give a paper on thesis research;
- data reduction which can be done more easily or efficiently elsewhere;
- consultation with colleagues, collaborators, or experts.

#### C. Non-supported (weight = 0.0):

- travel to conferences/workshops for educational purposes, (i.e. no paper presented);
- all travel by.

The actual subsidy to the student is the weight factor (referred to above) times the maximum subsidy rate set by the department. Currently the rate is 75%. It is expected that the student's supervisor will cover the difference between the actual cost and the Reinhardt subsidy.

In addition to these weights, the limits of \$1,750 and \$1,000 will be applied to any single field trip or conference trip, respectively.

The nominal maximum support per student for each fiscal year (May 1 to April 30) is set at \$2,500. We will track the awards for each student over the year. Requests submitted after the maximum has been reached will be put on-hold. At the end of the fiscal year, these on-hold requests will be funded based on the amount of money left in the travel fund, divided amongst all the requests-on-hold. These awards will then be credited to the research grants of the supervisors.

To further control the spiraling growth of travel funding, and also to encourage the timely graduation of students, requests from students who are in their sixth or higher year will be computed with an additional rate factor of 0.5 and put on the hold-list.

Finally, applicants are requested to keep in mind that the Reinhardt funds are a unique, valuable and finite resource which our department is very fortunate to have. It is essential that this resource be used wisely and effectively.

Make sure to look at [Health Insurance Outside Canada \(Memorandum\)](#)