



GEF Workshop & GGE Orientation

September 23rd 2026

REMARKS & AGENDA

GEF Workshop (11am – 12pm)

- Application Process
- Example Applications
- Rules and Policies
- Submitting Expense Claims to Concur

GGE Orientation (12 – 2pm)

- Introductions
- Reminders for Grads: GEF, Office Spaces, Website Updates
- Department Tour with the GGE Grad Committee

GRADUATE EXPANSION FUNDING

- GEF: funds that are available to the GGE department only; to be claimed as per award letter
- 2 calls for applications: Fall (September-December) and Winter (January-April)
- **Current call is for fall-related expenses only (i.e., any expenses incurred between September and December 2026)**
- Cannot apply for funding from the Geography & Planning Conference Award and GGE's GEF for the same conference

GRADUATE EXPANSION FUNDING

- **Applications must be submitted and reviewed by supervisor by September 30th, 2026**
- Applications are submitted online and must include a budget breakdown and a statement addressing how this funding will support your graduate studies
 - Include the full budget even if only requesting GEF to cover part of the expense
 - Don't be afraid to ask supervisor for matching funds (required for GEF requests over \$500)
 - 1 application per request (i.e. single application for each distinct conference / research activity)
- Committee will review applications and notify students of award results within ~2 weeks
- Late expense claims will not be accepted
 - **GEF reimbursement claims for fall semester expenses must be made by January 30th, 2027**
 - Details on how to submit a claim available on the GGE website

GRADUATE EXPANSION FUNDING - TIPS

- Ensure a balance between enough funding to do what you want and demonstrating efficiency
 - E.g., SSHRC grants will not be funded if more than X% is deemed unnecessary, too little, and cannot accomplish plan
- **Be specific, don't estimate**
 - Go to booking sites to determine full costs with all taxes/fees included

ACCESSING THE APPLICATION



Graduate Expansion Funds (GEF) Application - 2026 Fall

**Please attach a statement to address "How does this funding request support/enhance your research as a graduate student".

**Please complete one form per conference/project.

**You cannot request funding (even partial funding) for a conference from both GEF and the Geography and Planning Conference Award.

Allow GEF Application - responsive to access your data?

To play this app, sign in or refresh connections, ensure the app is shared from a trusted source, and confirm permissions to access data.



SharePoint

This app will be able to:
Read records
Write records

1

Refresh connection



Office 365 Users

This app will be able to:
Get user profile (V1)

2

Refresh connection

3

Allow

Don't allow

If you are unable to access the GEF application, please contact Bruce
y.huang@utoronto.ca

International Conference Example

Power Apps | GEF Application - responsive

Geography, Geospatial and Environment
UNIVERSITY OF TORONTO
MISSISSAUGA

Graduate Expansion Funds (GEF) Application - 2026 Fall

**Please attach a statement to address "How does this funding request support/enhance your research as a graduate student".
**Please complete one form per conference/project.
**You cannot request funding (even partial funding) for a conference from both GEF and the Geography and Planning Conference Award.

New application form

New Application

Check your application information including budget, cost attachments and application progress

Application detail information

Click here to see your completed application
*if you see applications that are not your own, please contact Bruce

International Conference Example

PERSONAL INFORMATION

* Applicant_Name Lisa Marno

* Applicant_Eail lisa.marno@mail.utoronto.ca

* Student NO

Maximum length is 10

Student number is required

Search for supervisor's information - enter name or email address

Find items



* Supervisor

Supervisor information is missing. Please use the search box above to locate it.

* Funding Request

Conference



Please select the event type.

- Conference
- Research
- Membership
- Other

RESEARCH/CONFERENCE INFORMATION

* Purpose

To attend and present current thesis research at the American Geophysical Union Annual Conference in San Francisco, California

* Location

San Francisco, California

* Start Date

06/12/2026



* End Date

12/12/2026



Fund Request (\$CAD)

* Estimated Total Cost (\$)

4144.85

* Estimated costs should be stated in CAD, please convert all other currencies into CAD by your best estimate

[Check the exchange rate from Bank of Canada](#)

International Conference Example

Other Funding Sources:

Supervisor(\$)

Requests over \$500 must include a supervisor contribution

Others (\$)

Notes

* Total GEF fund request(\$) 3144.85 = Estimated Total Cost – Sum of Supervisor Funding and Other Funding Sources

Itemized Budget

Transportation (\$)

- Airfare: cannot claim premium economy/business class
- Transportation to and from airport in both cities can be claimed
- If driving: include mileage calculation (\$0.57/km) or car rental fees

Please show the details of your calculation

Air transport charges = \$408

Taxes, fees, and other charges = \$187.48

Total airfare = \$595.48

Uber x 4 (to and from airport in Toronto, to and from airport in San Francisco) = \$35 x 4 = \$140

Accommodation (\$) ←

2094

- Most economical option for hotels is to have a roommate
- Can book hotel for one additional day prior to event and one additional day after the event
- Ensure fees are listed in CAD

Please show the details of your calculation

The Barnes San Francisco conference rate = \$349/night
 $\$349 \times 6 \text{ nights} = \2094

Meals (\$)

750

Please show the details of your calculation

Breakfast per diem $(\$25) \times 6 = \150
Lunch per diem $(\$30) \times 6 = \180
Dinner per diem $(\$70) \times 6 = \420
Total = \$750

Registration (\$)

597.14

- Ensure fees are listed in CAD – American conferences will list the fees on their website in USD

Please show the details of your calculation

Conference registration fee

Publishing/Printing (\$)

45

Please show the details of your calculation

Poster printing fee at the UTM Print Shop

Other (\$)

63.23

- Abstract submission fees
- Membership fees
- Etc.

Notes

AGU abstract submission fee

* **Total (\$)** 4144.85

Please attach a statement of purpose to address "How does this funding request support/enhance your research as a graduate student". Only PDF and DOCX file types are allowed.

There is nothing attached.

 Attach file

- What will the funding be used for?
- Why the conference/research is required for your graduate studies
- Cost-saving measures

Research Example

Power Apps | GEF Application - responsive

Geography, Geospatial and Environment
UNIVERSITY OF TORONTO
MISSISSAUGA

Graduate Expansion Funds (GEF) Application - 2026 Fall

**Please attach a statement to address "How does this funding request support/enhance your research as a graduate student".
**Please complete one form per conference/project.
**You cannot request funding (even partial funding) for a conference from both GEF and the Geography and Planning Conference Award.

New application form

New Application

Check your application information including budget, cost attachments and application progress

Application detail information

Click here to see your completed application
*if you see applications that are not your own, please contact Bruce

Research Example

PERSONAL INFORMATION

* Applicant_Name Lisa Marno

* Applicant_Eail lisa.marno@mail.utoronto.ca

* Student NO

Maximum length is 10

Student number is required

Search for supervisor's information - enter name or email address

Find items



* Supervisor

Supervisor information is missing. Please use the search box above to locate it.

* Funding Request

Research



Please select the event type.

- Conference
- Research
- Membership
- Other

RESEARCH/CONFERENCE INFORMATION

* Purpose

To complete weekly data collection in Haliburton and get experience using equipment (i.e., snowmobile, magnaprobe) necessary for my own thesis work

* Location

Haliburton, Ontario

* Start Date

15/01/2027



* End Date

19/03/2027



Reminder: expenses made in winter semester to be included in the winter GEF call

Fund Request (\$CAD)

* Estimated Total Cost (\$)

1230.98

* Estimated costs should be stated in CAD, please convert all other currencies into CAD by your best estimate

[Check the exchange rate from Bank of Canada](#)

Research Example

Other Funding Sources:

Supervisor(\$)

Requests over \$500 must include a supervisor contribution

Others (\$)

Notes

* Total GEF fund request(\$) 730.98 = Estimated Total Cost – Sum of Supervisor Funding and Other Funding Sources

Itemized Budget

Transportation (\$)

- If driving: include mileage calculation (\$0.57/km) or car rental fees

Please show the details of your calculation

Mileage to and from Haliburton Forest and Wild Life Reserve:
267 km x 2 = 534 km round trip
534 km x \$0.57 = \$304.38
\$304.38 x 3 trips to Haliburton = \$913.14

Research Example

Other (\$)

317.84

Cannot claim lab material/equipment
as a research expense

Notes

Snowmobile rental fee

* **Total (\$)** 1230.98

Please attach a statement of purpose to address "How does this funding request support/enhance your research as a graduate student". Only PDF and DOCX file types are allowed.

There is nothing attached.

 Attach file

- What will the funding be used for?
- Why the conference/research is required for your graduate studies
- Cost-saving measures

STATEMENT OF PURPOSE

- What will the funding be used for?
- Why the conference/research is required for your graduate studies
- Cost-saving measures (carpooling, roommate for hotel, early bird rates, etc.)
 - Explain how you're expenses are the most economical option available

TRAVEL EXPENSES

Airfare

- Can be reimbursed as soon as the cost has been incurred
 - Pre-approval for combining business and personal travel required
- Proof of travel to be submitted after it is concluded (boarding pass/hotel bill at destination)

Car Mileage Allowance

- Recommended for round trips ≤ 500 km
- For trips > 500 km, look into comparable/cheaper modes of transportation (car rental, air, train, bus, etc.) – whatever is most economical/practical
- Current mileage allowance: \$0.57/km – covers maintenance, repair, towing, and gas
- Concur automatically calculates the distance when a start + end location is inputted

ACCOMMODATIONS

If Sharing with a Roommate:

- The person that paid for the room will submit the reimbursement claim
- Reimbursement will come from the GEF allotment for all roommates – no need to e-transfer between roommates

Proof of Stay:

- Statement showing the guest charges from the hotel
- If booked through a third party booking site (i.e., Expedia), need to provide booking confirmation showing credit card payment and travel dates

ACCOMMODATIONS

AirBnB Rental – Receipt Requirements:

- Proof of payment including: check in and out dates, details and location of host establishment, total charges including taxes
- No longer require a proof of stay from AirBnB host

BUSINESS AND PERSONAL TRAVEL

- When combining business and personal travel, quotes must be provided to the department and approved **prior** to booking the trip
 - Comparable quotes for both 1) business plus personal travel and 2) business travel alone
 - **Pre-approval from department required before booking**
 - Send pre-approval requests to Dana Best manager.ggr.utm@utoronto.ca
 - Documentation (i.e., conference, workshop) with details of attendance at the business event for verification of the business portion of travel

BUSINESS AND PERSONAL TRAVEL

Example

Travelling from Toronto to Paris from July 11-26 for a conference; conference dates are July 14-18

Required quotes to be obtained at the time of booking the travel ticket:

- Quote 1: business and personal travel combined – Trip quote: July 11th – Toronto → Paris
July 26th – Paris → Toronto
- Quote 2: business travel only – Trip quote: July 13th – Toronto → Paris
July 19th – Paris → Toronto

MEAL ALLOWANCE

Per Diem

	Canada	USA/ International
Breakfast	\$20.00 CAD	\$25.00 CAD
Lunch	\$25.00 CAD	\$30.00 CAD
Dinner	\$55.00 CAD	\$70.00 CAD
Total Daily Allowance	\$100.00 CAD	\$125.00 CAD

Itemized Meals

- Original itemized restaurant receipts
- Receipts of payment
- Alcohol in personal meals is not allowed to be claimed under any circumstances

Discuss with supervisor your max reimbursable per diem for each conference and if you will require receipts (please note that per diem claims are preferred over itemized receipts)

*Combination of per diem and itemized receipts are allowed for the same day, but **cannot** be claimed for the same meal

***Cannot** claim for meals that are already included in conference fees

INELIGIBLE EXPENSES

- Medical and life insurance (*trip cancellation insurance is eligible)
- Premium economy/business class air tickets
- Luxury accommodation
- Alcohol
- Visa and passport application fees
- Traffic fines
- Office furniture
- Lab equipment

SUBMITTING GEF EXPENSE CLAIMS

- All reimbursement claims must be made through Concur
- **GEF reimbursement claims for fall semester expenses must be made by January 30th 2027**
- Ensure your expense report contains the following information:
 - Cost Centre: 19922 UTM: Grad-Geography
 - Fund Centre: 104929 UTM: Grad-Geography
 - Division: (UTM) UofT Mississauga
 - Department: (UMGGR) UTM: Geography

The screenshot shows the 'Create Expense Report' form in Concur. The form is titled 'Create Expense Report' and contains several fields for entering expense information. The fields are organized into sections: 'Required field' (Report Name, Report Date, Summary Purpose of Claim), 'Claim Period' (Claim Period Start Date, Claim Period End Date, Detailed Purpose of Claim), 'Claim Type' (Claim Type, Cost Type, Cost Center or Order, Fund Center), and 'Division' (Division, Department). The 'Report Date' field is pre-filled with '06/19/2026'. The 'Cost Center or Order' field is pre-filled with '(19922) UTM:Grad-Geography'. The 'Fund Center' field is pre-filled with '(104929) UTM:Grad-Geography'. The 'Division' field is pre-filled with '(UTM) UofT Mississauga' and the 'Department' field is pre-filled with '(UMGGR) UTM: Geography'. The form also includes a 'Create Report' button and a 'Cancel' button.

Useful Resources:
[Concur Site](#)
[Concur Resource Site](#)

CONCUR EXPENSE CLAIMS INSTRUCTIONS

1. Login to the Concur website using your UTORid and password
 2. Click “Create Expense Report” and complete all required fields within the pop-up
 3. Click “Create Report” to save details
 4. On the report page, click “Add Expense” and either scan/upload your receipt or manually enter your expense details – repeat for all other expenses
 5. Once all expenses are entered, click “Submit Report”
- More details will be shared in your GEF approval emails

FOR MORE INFO:

Detailed information on GEF applications and the reimbursement process are available on the GGE website (Graduate → Funding and Awards) and at utm.utoronto.ca/geography/gef

🏠 / Graduate / Funding and Awards

Funding and Awards

Tuition, Fees and Funding

A base funding package is available to all students in the Department of Geography's funded cohort. Students in year one of their Master's program or years one to four of their PhD program are in the "funded cohort." For more information about tuition, fees and funding packages, please see <https://www.geography.utoronto.ca/graduate-geography/prospective/funding-fees>

Graduate Expansion Funding

Graduate Expansion Funds are available for travel and research related expenses (i.e., costs associated with attending and presenting at conferences and/or travel to conduct field research or research consumables). You may also claim association membership fees for reimbursement (e.g., CAG, AAG, CGU etc.) This fund is open to UTM-affiliated Geography and Planning graduate students. There are typically three funding calls per year.

- [GEF Application and Budgeting Instructions](#)
- [Second Year Masters RA Application](#)
- [How to submit your reimbursement request: Expense Reimbursement Checklist](#)

For complete eligibility requirements, terms of expenditure, and step-by-step Concur instructions, please review the [Graduate Expansion Funding \(GEF\) and Reimbursement Guide](#).

🏠 / Graduate Expansion Funding (GEF) & Reimbursement Guide

Graduate Expansion Funding (GEF) & Reimbursement Guide

Graduate Expansion Funding (GEF) provides targeted financial assistance exclusively managed within the GGE department. It supports **UTM-affiliated Geography and Planning graduate students** with qualifying educational travel, active fieldwork, and professional association expenses.

On This Page

- [Eligible Expenses](#)
- [Application Process](#)
- [Expense & Rates Reference](#)
- [How to Claim Reimbursement \(Concur\)](#)
- [Companion Resources](#)

Eligible Expenses

- **Travel & Field Research:** Costs tied directly to attending and presenting academic work at conferences, traveling out to conduct field research, or purchasing vital research consumables.
- **Professional Memberships:** Annual registration or association membership fees for primary field organizations (e.g., CGU, AAG, CAG, etc.).

Application Process

The department organizes application cycles aligned with academic terms:

- **Fall Cycle:** For eligible expenses incurred between **September to December**
- **Winter Cycle:** For eligible expenses incurred between **January to April**
- **Summer Cycle:** For eligible expenses incurred between **May to August**

Application Submission Requirements



GEF questions? Ask us! »

GEF CONTACT INFO

- For questions about the GEF Online Application form, contact Bruce Huang at y.huang@utoronto.ca
- For general GEF inquiries, reach out to Rachel Alt at geography.admin@utoronto.ca or Dana Best at manager.ggr.utm@utoronto.ca
- For questions about the application or the GEF funding process, contact Tenley Conway at tenley.conway@utoronto.ca



Questions?

Detailed information on GEF applications and the reimbursement process are available on the GGE website (Graduate → Funding and Awards) and at utm.utoronto.ca/geography/gef

GEF TRIVIA

What type of insurance is reimbursable?

- A. Health insurance
- B. Cancellation insurance
- C. Health and cancellation insurance

GEF TRIVIA

What type of airfare is reimbursable?

- A. Business class
- B. Emirate private suite
- C. Economy class
- D. Premium economy class

GEF TRIVIA

What type of accommodation is reimbursable?

- A. Shangri La presidential suite
- B. Standard business hotel
- C. 5-bedroom AirBnB house

GEF TRIVIA

What meals are reimbursable?

- A. All meals
- B. Only ones that I have an itemized receipt for
- C. All meals + alcohol
- D. Itemized receipts or per diems not including meals provided by conference

GEF TRIVIA

True or false: I can include winter expenses on the fall GEF application.

A. True

B. False

GEF TRIVIA

Where are expense claims submitted directly to?

A. Supervisor

B. Concur

C. Department manager