** Faculty of Arts and Social Sciences**

**Travel Grant Application**

**NOTES AND INSTRUCTIONS**

1. The Professional Development Committee acts under the provisions of clauses 30.33 and 30.34 of the Collective Agreement.

2. Funds are available to bargaining unit Members only, but not while on leave. While applications for a second trip within one academic year will be considered assuming the maximum of $2,000.00 has not been reached, such consideration will not take place until November to ascertain that there are sufficient funds for first time applicants during the remainder of the year.

3. Alternative funding, e.g., from research grants, conference sponsoring organizations, or other Dalhousie sources, should be sought by all applicants. By signing this application form, applicants agree to refund to Arts/Social Sciences alternative funding in addition to the amount subtracted under AMOUNT AVAILABLE FROM OTHER SOURCES on reverse, when received.

4. Advance payment of travel grants is not available except in those situations where travellers take advantage of seat sales that require payment prior to completion of a trip. Grants will be paid following travel and submission by the Member of receipts as required and an accounting using the Travel Expense Claim form provided. In those categories for which receipts are required, and receipts do not substantiate expenses up to the amount approved, the grant will be accordingly lowered.

5. Maximum funding for Category A travel is limited to $2,000; for Category B and C travel is limited to $1,125; for Category D travel is limited to $750; and for Category E travel is limited to $562.50. Travel to Learned Societies Meetings may be subject to a maximum allowable grant.

6. Documentation of conference dates, place and participation is required. Verification of registration or proof of attendance must be submitted with the claim form.

7. **Major Travel** means travel from Halifax to the city in which the conference or performance is located. Attach a sheet giving details of expenses. **Maximum funding is ordinarily limited to the cheapest air fare to that point**. When obtaining this cheapest fare necessitates spending an extra day or two at the conference site, Members may claim, for this purpose, per diem living allowances for one or two days in excess of the length of the conference, or in excess of the five-day limit, when this results in a saving. Travel by private car will be funded at the rate of 42 cents per kilometre, but not to exceed the cheapest airfare. Fares of travel by other modes (train, bus, etc.) will be funded, up to this maximum rate. Receipts required (except for travel by private car). In the case of travel to the United States, the individual may claim the equivalent of $47.00 U.S. per diem for meals. In the case of international travel, the Federal Government rates will be in effect. These rates change from time to time and may be found on the Internet at *<http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/appd-jan02-1_e.html>*

8. **Registration Fee** to a maximum of $250 may be claimed. In those instances where the fee exceeds $250 the Committee will consider it when justification has been provided and approved by the Department Chair and Dean.

9. **Living Allowance** may be claimed for the number of days attending the conference, to a maximum of 5 days except when the stay is extended to take advantage of cheaper airfares (see note 7 above).

10. **Application Deadline**:

 **November 15** for travel in December or January

**January 15** for travel in February or March

**March 15** for travel in April or May

**May 15** for travel in June or July

**July 15** for travel in August or September

**September** **15** for travel in October or November

Applications received after the deadline will not be considered for the period to which the deadline applies, e.g. an application received after March 15 for travel in April or May WILL NOT BE CONSIDERED. *Please note: if the 15th of the month lands on a weekend the following Monday will serve as the deadline.*

11. **SEND COMPLETED APPLICATION FORM TO:**

DEAN'S OFFICE

FACULTY OF ARTS AND SOCIAL SCIENCES

Room 3030 – Marion McCain Arts and Social Sciences Building

COMPLETE SECTIONS 1, 2, AND 3.Failure to give accurate and complete information may cause delay in processing.

**Section 1:**  **IDENTIFICATION.**

NAME: EMPLOYEE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT: POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PREVIOUS GRANTS: Will this travel take place during the same academic year (July-June) as a previous trip funded by FASS?

**YES** **NO** If so, dates of previous travel :

CONFERENCE OR WORKSHOP NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SPONSORING ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION DATES to inclusive = days

**Section 2: PARTICIPATION.** Check one category of the five below and complete the information requested.

 **CATEGORY A:** DELIVERING PAPER OR ARTISTIC PERFORMANCE (maximum $2,000).

Title of paper or performance:

For multi-author papers, list other authors:

Estimate the length of time your paper/performance will take to deliver:

Your other participation at the meeting:

Was your presentation refereed? Yes No invited? Yes No . **Documentation of acceptance, invitation or participation must be submitted.**

 **CATEGORY B:** PARTICIPATING IN WORKSHOP OR STUDY-SESSION (maximum $1,125). Details of your participation:

Were you invited by the organizers to participate? Yes No . **Provide documentation.**

 **CATEGORY C:** SUPPLEMENTARY FUNDING FOR GUEST LECTURE OR INVITED TALK AT ANOTHER INSTITUTION (maximum $1,125 – honoria and payments provided by the host institution are to be deducted from the total amount of the supplementary funding.) Details of your participation:

\_\_\_\_ **CATEGORY D:** CHAIRS OF SESSIONS, AND OTHERS NOT MAKING SPECIFIC PRESENTATIONS (maximum $750).

Details of your participation:

**\_\_\_ CATEGORY E:** AUDITING (maximum $562.50). Details of your participation:

**Section 3**: EXPENSES FOR WHICH YOU ARE APPLYING. **Read notes and instructions** **on reverse**.

Major travel (See Note 7, **receipts required**) $

Airport transfer--maximum total allowable $200 (**receipts required**) $

Living allowance (See Notes 7 and 9).

Number of days you will attend conference:

Number of days claimed for per-diem support:

If number exceeds days attending or 5 attach explanation.

Meals and incidentals ($47 x number of days claimed--no receipts required): $

Hotel accommodation (Maximum $200 x number of days claimed--**receipts required**): $

 Accommodation in private home ($25 x number of days claimed--no receipts required): $

 Conference registration fee ($250 maximum, **receipts required**): $

Workshop or study-session fee (**receipts required**).

Actual fee charged $ You may claim up to 50% of this amount. $

TOTAL OF THE ABOVE: $

SUBTRACT amount available from other Sources: $

AMOUNT REQUESTED FROM FACULTY OF ARTS AND SOCIAL SCIENCES $

Signature of Applicant: Date:

Signature of Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_