

FACULTY OF SCIENCE TRAVEL APPLICATION

Application should be made prior to travel.
Funds are available on a first-come, first-served basis.

1. Personal Information

First Name:	_____	Last Name:	_____
Banner ID:	_____	Position:	_____
Dept:	_____	Fraction of Appt. in Science:	_____
E-Mail:	_____	Telephone:	_____

2. Conference Information: *** ONE CONFERENCE ONLY per application ***

Purpose of Travel (presenting papers/posters, auditing, chairing, workshop participant, etc.)

Conference or Workshop Name:	_____
Sponsoring Organization:	_____
City and Country:	_____
Dates of Conference:	_____

Have you applied for, or received funds, in the same fiscal year (April 1st through March 31st) that travel will occur?	Yes	No
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Will you be on any kind of leave during this fiscal year?	Yes	No
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If so, what are the dates and type of leave? _____

3. Details of Participation:

In the space below, provide details of your participation, such as the title(s) and co-author(s) of papers/posters being presented, the number of other speakers in a panel discussion, the nature of participation in a workshop or study session, and other participation at the conference.

Applicant please also complete page 2 of 2 and attach appropriate back-up

FOR TRAVEL COMMITTEE USE ONLY:

Approved Amount:	Signature:	Date:	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
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Comments: _____

4. Details of Expenses Applied for: (Please see Notes and Instructions)

Note: Travel refers to travel from Member's residence to the conference/workshop/meeting venue only.

A. Air Travel: Are you flying to the destination? If yes, please enter estimated cost to travel including cost of first checked bag. If no, please go to **B. Mileage**. Is the amount requested the lowest cost economy airfare: If not, please justify:

All \$\$\$ in Cdn. Funds

B. Mileage: Are you driving to the destination? If yes, please include a quote for economy airfare to the destination.

C. Other Travel: Taxi, Vehicle Rental, Train, Shuttle, etc. Receipts will be required. Maximum funding for travel to and from airports is \$60 each way (mileage and parking may be claimed for travel to and from Halifax airport in lieu of taxi).

D. Living Allowance: Members may normally claim up to 5 days for a conference, or 7 days if necessary to take advantage of discount airfare.

(a) Cdn. Meal per diem: _____ per day for _____ days
(no receipts will be required)

(b) Accommodations: _____ per night for _____ nights
(original detailed receipt(s) will be required)

E. Conference, Workshop, or Study Session Fee (Early Registration Fee only):
_____ maximum (original receipt will be required)

TOTAL EXPENSES:

Less funds available from conference organizers/sponsors other than research grants or contracts

NET EXPENSES:

Amount requested from the DFA Travel Fund

I understand that:

I am required to provide documentation that indicates 1) Dates and Location of Meeting; 2) Early Registration Fee; 3) Proof of presentation/workshop participation (maximum 3 pages) to go with this application.

If approved, my claim must be submitted no later than one month after completion of travel. Failure to do so may result in a loss of approved funding.

Incomplete applications will not be considered.

Signature of Applicant: _____

Date:

Signature of Department Chair _____
(or Signature of Dean if you are the Chair)

Date:

FACULTY OF SCIENCE TRAVEL APPLICATION: NOTES AND INSTRUCTIONS

The Travel Expenses Advisory Committee has the task of fulfilling the provisions of clauses 30.33 and 30.34 of the Collective Agreement. A list of current committee members is available in the Dean's Office, Faculty of Science. Contact dennette.hanna-shea@dal.ca or 494-1443. Because of the limited funds available for travel, the Travel Expenses Advisory Committee urges members to look for alternative funding.

GENERAL CONDITIONS

1. Members delivering papers/posters or attending workshops or study sessions have first priority for funding over conference auditors, chairpersons and others not presenting papers/posters.
2. In accordance with Article 30.34 of the Collective Agreement, "Members on leave shall not be eligible for travel support from these funds". However, since most cases of sabbatical leave, educational leave, or a leave of absence for other reasons do not coincide with the fiscal year, such Members will be eligible for the normal level of funding if the travel begins and ends outside the leave of absence. Members on workload reduction or fractional appointment in the Faculty of Science are limited to maximum funding pro-rated according to the fraction of the fiscal year the workload reduction is not in effect.
3. Detailed receipts will be required for:
 - (a) airfare (original paid invoice and plane ticket or original electronic ticket and boarding passes),
 - (b) ground transportation (taxi, vehicle rental, train, shuttle, etc.) and parking,
 - (c) accommodations, and
 - (d) registration fees.
4. Applicants who use their own vehicle will be reimbursed for mileage at the Dalhousie rate (\$0.44/km) up to a maximum equivalent to the cheapest available airfare. For a rented vehicle, the actual cost (rent and gasoline) will be reimbursed up to a maximum equivalent to the cheapest available airfare.
5. Funds are available to bargaining unit members only.
6. All applications must be signed by the applicant and the Chair of the Department or by the Dean of Science if the traveler is the Chair of a department.

ALLOWANCES

1. The maximum total grant is \$2,100 per Member per fiscal year (April 1 – March 31) with exceptions noted under "Special Circumstances". This may be applied to a single trip or several trips.
2. Members who are presenting papers/posters or attending workshops are eligible to apply for their net expenses as calculated on the application up to the maximum total grant per fiscal year.
3. Conference auditors, chairpersons and others not presenting at conferences are eligible for only 75% of the net expenses, up to a maximum of \$1,575 in total per fiscal year for conferences at which the Member is not presenting. Exceptions may be made in the cases of Members attending a meeting that would assist in initiating a new area of research. In such instances, the rules applied would be the same as presenters. Applicants who wish to apply this exception should attach a brief explanation of why they should qualify.
4. The maximum per diem from this fund is \$48 (Cdn.) per day for meals (no receipts will be required) and \$175 (Cdn.) per day for accommodations with detailed receipts.
5. Maximum funding for travel to and from airports from this fund is \$60 each way. Mileage (and parking, if applicable) may be claimed for travel to and from Halifax Airport in lieu of taxi, up to a maximum of \$120.
6. Only the lowest and earliest conference registration fee may be requested. \$600 (Cdn.) maximum.
Original receipts should be accompanied by a brief accounting using the Dalhousie University Travel Expense
7. Claim Form (<https://www.dal.ca/dept/financial-services/forms.html> on the Financial Services web site). The
8. Claims for conferences will be limited to a maximum of five days or, in the case where there is a saving in overall expenses due to reduced airfares, to seven days.

SPECIAL CIRCUMSTANCES

Funds are distributed on a first-come, first-served basis. The Committee reserves the right to reject applications if the fiscal year's allocation has been used prior to March 31st. Since the Travel Budget for a given year is fixed but it is impossible to anticipate the precise number of travel applications which will be submitted, it may be necessary for the Travel Expenses Advisory Committee to make adjustments to the above policies in the course of the fiscal year to avoid over-expenditures. The Committee will attempt to be as fair as possible in this process should the need arise. Changes to policy may include: (1) a reduction in the total grant available, (2) a reduction in the number of trips which are funded for each individual, (3) a reduction of amounts available for those not presenting at conferences. Since such changes, if necessary, would apply only to applications not yet approved and are more likely to be invoked in the latter part of the fiscal year, Members are encouraged to submit applications as early as possible.

Similarly, if a surplus is anticipated, policies may be adjusted to provide additional funding. These may be applied to claims retroactively if sufficient receipts were submitted with the claim.

DEADLINES

1. Applications should be submitted **AT LEAST ONE MONTH** prior to commencing the proposed travel. Applications submitted after that are less likely to be considered prior to the date of travel. Applications may be submitted up to three weeks after travel, but consideration may be postponed until the end of the fiscal year and will be subject to the availability of funds.
2. The Travel Advisory Committee will meet at approximately one-month intervals in an attempt to consider all applications in advance of travel dates.
3. Travel claim forms must be submitted **NO LATER THAN ONE MONTH** after the completion of travel. Failure to submit travel claim forms in a timely manner may result in loss of funding.

APPLICATION

1. Application forms are available on the Faculty of Science web site (<http://science.dal.ca>) or from the Dean's
2. Questions should be directed to dennette.hanna-shea@dal.ca (494-1443) or danielle.wood@dal.ca or jackie.white@dal.ca in Dennette's absence.
3. Please send completed applications to:

**Travel Expenses Advisory Committee
c/o Dennette Hanna-Shea
Dean's Office - Faculty of Science
Room 827, Life Sciences Centre
Dalhousie University**