

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 (Virtual or In-person): *** 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**

Will you be on any kind of leave during this fiscal year? **Yes** **No**

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 pages 2 and page 3 (if needed) and attach appropriate back-up

FOR TRAVEL COMMITTEE USE ONLY:

Approved Amount: _____ Signature: _____ Date:

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):
(detailed receipt or detailed registration information required)

TOTAL EXPENSES:

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

Total Temporary Items from Page 3

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.

MEMORANDUM

To: Financial Services, Travel Committees
 From: Tim Juckes and Laura Neals, Co-Chairs of the Association-Board Committee
 Date: January 20, 2020
 Re: Article 30.33 – Travelling and Living Expenses

The Association Board Committee is temporarily waiving the requirement in Article 30.33 of the DFA Collective Agreement that travel funds to be used solely for the reimbursement of travelling and living expenses.

For the period of **July 1, 2020 to June 30, 2022**, Travel Committees can also approve requests to use DFA Travel Funds to pay for fees associated with attending virtual conferences.

Tim Juckes
 Laura Neals

Temporary Addendum to the Faculty of Science Travel Application

Within the period noted above, faculty can request reimbursement for accessories that aid in the participation of on-line conferences/workshops etc. and/or delivery of conference talks, papers, posters, etc. Reimbursable items can include, but are not limited to; on-line meeting platforms (Zoom, etc.), ear buds, abstract fees, association/membership fees, electronic pens, etc. The TEAC is also willing to consider other items. Please note that items not usually eligible through DFA guidelines may require detailed justification.

Item	All \$\$\$ in Cdn. Funds
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Total Temporary Items requested