

NOTES AND INSTRUCTIONS

The Faculty of Engineering DFA Travel Fund Committee reviews applications for travel funding under the provisions of clauses 30.33 and 30.34 of the Collective Agreement.

General Conditions

1. Funding is available to assist Members in attending conferences, workshops, and seminars, away from Dalhousie University. Members on leave are not eligible for travel support.
2. Travel expenses shall be reimbursed in accordance with University travel policy and rates.
3. If conference attendance is dependent on approval for DFA Travel Funding, applications must be submitted at least 30 days prior to the registration deadline.
4. All applications must be signed by applicant and Department Head.

Allowances

1. The maximum total award per Member for the 2017-18 fiscal year (April 1 – March 31) has initially been set at \$1,200.
2. If an annual surplus in excess of the allowable carry forward is anticipated, the Committee may retroactively increase awards.
3. The Committee reserves the right to suspend review of applications should the fund be exhausted prior to the fiscal year-end.

Application

1. Application forms are available at <http://www.dal.ca/faculty/engineering/faculty-and-staff.html> or from the Dean's Office.
2. Application should include a copy of the conference notice, announcement or program.
3. If application for funding is submitted after the travel has occurred and expenses reimbursed from other sources, please include a copy of the travel claim.
4. Send completed applications to:
Engineering DFA Travel Fund Committee
c/o Greta Rasmussen
Dean's Office, Faculty of Engineering
5248 Morris Street

Claim Submission

1. Claims for 2017-18 funding must be submitted within 30 days of travel or March 31, 2018, whichever comes first. Claims submitted after March 31, 2018 will be awarded from 2018-19 funding.
2. Submit completed travel claim, after all other approvals have been obtained, to:
Dean's Office, Faculty of Engineering
5248 Morris Street
Attn: Greta Rasmussen

**FACULTY OF ENGINEERING
DFA TRAVEL FUND APPLICATION**

Name: _____ Email: _____

Dept: _____ Phone: _____

Conference and Sponsoring Organization: _____

City and Country: _____

Conference Dates (dd mmm yyyy) _____ to _____

Will you be on leave during any part of the fiscal year in which travel will occur? Yes No

If so, from (dd mmm yyyy) _____ to _____

ESTIMATED EXPENSES (in accordance with University travel policy and rates; receipts required with claim)

	Cdn \$
1. Transportation (Airfare, Ground, etc.)	\$ _____
2. Accommodations _____ days @ \$ _____	\$ _____
3. Meals Allowance _____ days @ \$ _____	
4. Registration Fee	\$ _____
5. Other Expenses List: _____	\$ _____
TOTAL ESTIMATED EXPENSES	\$ _____

Attach copy of announcement, notice and/or program

Attach copy of travel claim, if travel has already occurred

Applicant Signature: _____ Date: _____

Dept Head Signature: _____ Date: _____

FOR COMMITTEE USE ONLY:

Recommended Amount: _____ Signature: _____ Date: _____

Comments: _____