

### 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 2022-23 fiscal year (April 1 – March 31) has initially been set at \$2,000.
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, after all approvals have been obtained, to:  
Engineering DFA Travel Fund Committee  
c/o Allison Greenidge-Joseph, Administrative Coordinator  
Dean's Office, Faculty of Engineering  
5217 Morris Street

#### Claim Submission

1. Claims for 2022-23 funding must be submitted within 30 days of travel or by March 31, 2023, whichever comes first. Claims submitted after March 31, 2023 will be awarded from 2022-23 funding.
2. Submit completed travel claim, after all other approvals have been obtained, to:  
Dean's Office, Faculty of Engineering  
5217 Morris Street  
Attn: Allison Greenidge-Joseph

**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: _____	\$ _____
<b>TOTAL ESTIMATED EXPENSES</b>	<b>\$ _____</b>

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: \_\_\_\_\_

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**FOR COMMITTEE USE ONLY:**

Recommended Amount: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_