

Complete sections 1, 2, and 3. Refer to instructions overleaf.  
 Failure to give accurate and complete information may delay processing.

### SECTION 1. IDENTIFICATION

Name			
Banner #		Department	
Email (@dal)		Position	
Will this travel take place during the same academic year (July-June) as a previous trip supported by this FASS fund?    Yes    No		If yes, dates of previous travel:	
Conference/workshop name:			
Sponsoring organization:			
Location:			
Dates:	to:	inclusive =	days
Number of days you will attend conference:		Number of days claimed for per-diem support: *	

### SECTION 2. PARTICIPATION

Check one category of travel and provide the required information below. <b>Documentation of acceptance, invitation or participation must be submitted.</b>	
<b>A</b>	<b>Delivering a paper or artistic performance.</b> Provide below: title of paper, co-authors if applicable, estimated length of time it will take to deliver, and any other participation at the meeting. Was your presentation refereed?    Yes    No                      Invited?    Yes    No <b>or</b> <b>For DFA Instructors only, participating in extended instructional training.</b> Provide details and dates below.
<b>B</b>	<b>Participating in a workshop or study session.</b> Provide details of your participation below. Was your presentation refereed?    Yes    No                      Invited?    Yes    No
<b>C</b>	<b>Giving an invited talk at another institution.</b> Provide details of your participation below.
<b>D</b>	<b>Other forms of participation</b> (e.g. chairing a session). Provide details below.
<b>Details of participation.</b> Provide all information requested above.	

### SECTION 3. FUNDS REQUESTED

Major travel (see note 8), <b>receipts and boarding passes will be required</b>	\$
Visa or entry permit (see note 8, maximum \$250) <b>receipts will be required</b>	\$
Airport transfer (maximum \$300), <b>receipts will be required</b>	\$
Meals and incidentals (see note 10), no receipts required = \$                      x                      days	\$
Hotel accommodation (see note 11, normal maximum \$250 x number of days claimed), <b>receipts will be required</b>	\$
Accommodation in private home (\$40 x number of days claimed), no receipts required	\$
Conference registration fee (see note 9, maximum \$400), <b>receipts will be required</b>	\$
Workshop or study-session fee (you may claim up to 50%), <b>receipts will be required</b>	\$
<b>Total</b>	<b>\$</b>
Subtract amount available from other sources (see note 4)	-\$
<b>Amount requested from FASS (please fill in)</b>	<b>\$</b>

Signature of Applicant:	Date:
Signature of Chair:	Date:

1. The Professional Development Committee acts under the provisions of clauses 30.33 and 30.34 of the Collective Agreement.
2. The evaluation of funding applications is informed by several constraints. First, FASS receives a limited amount of money each **financial year** (April-March) for supporting faculty travel; second, FASS aims to spend all funds available to support faculty travel; third, at the beginning of the year FASS does not know how many faculty will request support for travel or to what amount, but must make decisions that affect the amount of funds available at the end of the year. Application deadlines are intended to help FASS keep track of the funds and help faculty plan their travel. Should members need to know at an earlier date whether funds will be forthcoming, they may submit a travel application for an earlier deadline (for instance, applying by November 15 for a conference in March). Applications received *after* the deadline will not typically be considered for the period to which the deadline applies.

**Application Deadlines.** Note: If the 15th lands on a weekend, the following Monday will be the deadline:

<b>March 15</b> for travel in April or May	<b>September 15</b> for travel in October or November
<b>May 15</b> for travel in June or July	<b>November 15</b> for travel in December or January
<b>July 15</b> for travel in August or September	<b>January 15</b> for travel in February or March

3. Funds are available to bargaining unit Members only, but not while on leave (including sabbatical leaves). While applications for a second trip within one academic year (July-June) will be considered, assuming the maximum of \$3500 has not been reached, **such consideration will not take place until later in the financial year** (November) to make sure there are enough funds for first-time applicants during the rest of the year (see note 2).
4. Alternative funding, e.g., from research grants, conference sponsoring organizations, or other Dalhousie sources, should be sought by all applicants.
5. Funding will be paid following travel and submission of a travel claim in the online expense reimbursement system, Chrome River (available at myDAL, Travel and Expenses). Advances may be available in certain circumstances. In categories for which receipts are required, and receipts do not add up to the amount approved, the funding will be accordingly lowered. If an advance has been received but travel expenses have been reimbursed from other sources, by signing this form, applicants agree to refund the reimbursed amount to FASS.
6. Maximum funding for travel is as follows:

<b>Category A</b>	delivering a paper or artistic performance or, for DFA Instructors only, participating in extended instructional training	\$3000
<b>Category B</b>	participating in a workshop or study session	\$1800
<b>Category C</b>	giving an invited talk at another institution	\$1800
<b>Category D</b>	other forms of participation, e.g. chairing a session	\$1200
7. Documentation of conference or presentation dates, place and participation is required for this application. Verification of registration or proof of attendance must be submitted with the claim form.
8. **Major Travel** means travel from Halifax to the city in which the conference or event is located. Members are encouraged to find the most efficient and cost-effective form of travel. Members may claim, for this purpose, accommodation and per diem living allowances for one or two days in excess of the length of the conference or the five-day limit when this results in a saving. Travel by private car will be funded at university rates (as of March 2023, 51 cents per kilometre) but is not to exceed the cheapest airfare (combined with travel to and from the airport). Travel by other modes (train, bus, etc.) will be funded up to this maximum rate. Some flexibility may be allowed when alternative modes of transport further the academic mission (for instance, when travel by car facilitates travel for students or colleagues). Receipts will be required (except for travel by private car). If the country of destination requires a visa or entrance permit, this will be funded up to a maximum of \$250 (receipts required).
9. **Conference Registration Fee** to a maximum of \$400 may be claimed. Where the fee exceeds \$400, the Committee will consider it when justification has been provided and approved by the Department Chair.
10. **Per diem for meals** of \$54.00 per day may be claimed for the number of days attending the conference plus travel days, to a maximum of 7 days. For international travel, including the USA, Federal Government rates will be in effect. These change from time to time and usually exceed \$54.00 per day; consult <https://www.njc-cnm.gc.ca/s3/d732/en> (Appendix D).
11. When cheapest reasonable accommodation exceeds \$250/night, the Committee will consider it when justification has been provided and approved by department chair.
12. Members travelling internationally are advised to consult the University International Travel Policy at [https://www.dal.ca/dept/university\\_secretariat/policies/international/international-travel-policy-.html](https://www.dal.ca/dept/university_secretariat/policies/international/international-travel-policy-.html)
13. **Send completed application to [fassadm@dal.ca](mailto:fassadm@dal.ca).**