

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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:*	

*If number exceeds days attending or 5, attach explanation.

SECTION 2. PARTICIPATION

Check one category of travel and provide the required information below. Documentation of acceptance, invitation or participation must be submitted.	
<input type="checkbox"/> A	Delivering a paper or artistic performance. 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? <input type="checkbox"/> Yes <input type="checkbox"/> No Invited? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> B	Participating in a workshop or study session. Provide details of your participation below. Was your presentation refereed? <input type="checkbox"/> Yes <input type="checkbox"/> No Invited? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> C	Giving an invited talk at another institution. Provide details of your participation below.
<input type="checkbox"/> D	Other forms of participation (e.g. chairing a session). Provide details below.
Details of participation. Provide all information requested above.	

SECTION 3. FUNDS REQUESTED.

Major travel (see note 8), receipts and boarding passes will be required	\$
Visa or entry permit (see note 8, maximum \$250) receipts will be required	\$
Airport transfer (maximum \$200), receipts will be required	\$
Meals and incidentals (see note 10), no receipts required =	\$ x days
Hotel accommodation (maximum \$250 x number of days claimed), receipts will be required	\$
Accommodation in private home (\$40 x number of days claimed), no receipts required	\$
Conference registration fee (see note 9, maximum \$400), receipts will be required	\$
Workshop or study-session fee (you may claim up to 50%), receipts will be required	\$
Total	\$
Subtract amount available from other sources (see note 4)	-\$
Amount requested from FASS (please fill in)	\$

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

March 15	for travel in April or May	September 15	for travel in October or November
May 15	for travel in June or July	November 15	for travel in December or January
July 15	for travel in August or September	January 15	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 \$3000 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. Grants will typically be paid following travel and submission by the Member of receipts and a completed Travel Expense Claim form (available at https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/financial-services/Forms/AP/Travel_Nov%2016R.pdf). 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 grant 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:

Category A	delivering a paper or artistic performance	\$2500
Category B	participating in a workshop or study session	\$1500
Category C	giving an invited talk at another institution	\$1500
Category D	other forms of participation, e.g. chairing a session	\$1000
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 2019 44 cents per kilometre but Members are advised to confirm rates) 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. **Living Allowance** of \$48.00 per day may be claimed for the number of days attending the conference, to a maximum of 5 days except when the stay is extended to take advantage of cheaper airfares (see note 8). For international travel, including the USA, Federal Government rates will be in effect. These change from time to time; consult http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/appd-jan02-1_e.html (Appendix D).
11. 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
12. **Send completed application form to** Dean's Office, Faculty of Arts and Social Sciences, Rm 3030, Marion McCain Building, Dalhousie University, PO Box 15000, Halifax B3H 4R2.