

Memo from PDC: DFA Travel Fund update (Oct 1, 2020)

1. CoVID-19 cancellation expenses

Faculty members are invited to submit requests for reimbursement for unrefunded expenses related to conference travel that was due to take place after March 13, 2020 but was cancelled because of the pandemic. Please fill in the usual application form

(<https://cdn.dal.ca/content/dam/dalhousie/pdf/fass/FASS%20travel%20form%20December%202019.pdf>), attaching an explanation and documentation of why the expenses were not refunded by other organizations (professional association, airline, etc.).

2. Virtual Conference Participation and Expenses

PDC invites faculty members to apply for grants to cover registration fees for participation in virtual scholarly conferences or workshops. To apply, please fill in the usual application form

(<https://cdn.dal.ca/content/dam/dalhousie/pdf/fass/FASS%20travel%20form%20December%202019.pdf>). Eligible expenses are:

- a) Conference registration fee to a maximum of \$400.
- b) Childcare expenses to a maximum of \$200 (explanation required).

Because virtual conferences are organized differently from in-person ones, funding levels will be the same for all categories of participation (note 6 on the form). PDC will review applications after the usual deadlines (note 2 of the form) but will be flexible if conferences are announced with short notice (e.g. if in October a conference is announced for November, you may still apply for a grant, and PDC will review it after November 15).

Grants will typically be paid following participation and submission by the Member of receipts for eligible expenses and a completed Travel Expense Claim form (https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/financial-services/Forms/AP/Travel_Nov%2016R.pdf). Advances may be available in certain circumstances. If receipts do not add up to the amount approved, the grant will be accordingly lowered. If an advance has been received but expenses have been reimbursed from other sources, by signing the application form, applicants agree to refund the reimbursed amount to FASS.

Applications may be made retroactively for participation dating back to March 13, 2020. Given anticipated reduction in conference travel expenses this financial year, PDC will consider multiple requests from individuals for conference support, with priority given to pre-tenure faculty.

3. Conference travel

The DFA Travel Fund can be used for conference travel that complies with Dalhousie's University Travel Policy (<https://www.dal.ca/covid-19-information-and-updates/faculty-and-staff/university-travel.html>).

Apply as usual using the regular application form; all the usual rules as per the form apply. International travel is permitted in accordance with Dalhousie's International Travel Policy (www.dal.ca/intltravel).

Note that the September 2020 Employee Benefits Newsletter reported that SSQ Insurance has agreed to cover COVID-19 related claims for all travel, both within and outside of Canada, regardless of whether it is deemed essential or not.

ELECTRONIC SUBMISSION

The form-fillable PDF allows for electronic signatures. Applications must be approved by the Member's Chair and then forwarded with supporting documents as a **single PDF file** to Paulette.Chiasson@dal.ca.