

LA&PS YUFA CONFERENCE TRAVEL FUND REQUEST/APPROVAL FORM

2018-19

Department of Social Science

YUFA faculty members (tenure-stream, CLA, SRC, etc. but excluding visiting professors) or those designated Senior Scholars may apply to their units for funding to travel to conferences. **Travel must occur between May 1, 2018 and April 30, 2019.**

YUFA members who are cross-appointed between two departments in LA&PS should apply to the unit that claims more than 50% of their time. Those with a 50-50 split between two LA&PS units should apply to the unit that is identified as their home unit in the ARMs system.

Please submit your signed application form to the **Administrative Assistant in Ross S755.**

DO NOT ATTACH ANY RECEIPTS TO THIS APPLICATION FORM.

APPLICANT NAME		CAMPUS ADDRESS	
RANK		UNIT	
EMAIL		TOTAL REQUESTED	\$
CONFERENCE TITLE, DATE, LOCATION (INCLUDING COUNTRY)			
DATE SUBMITTED		APPLICANT'S SIGNATURE	

Nature of Applicant's Participation Please place an `x' beside the appropriate participation type(s):

Presenting a Paper/Participating on a Panel

Chairing a Session

Attending a Conference (but not Chairing or giving a paper)

Invited Paper*

*If you are presenting an invited paper, please indicate which, if any, expenses are being covered by the conference organizers/host institution:

Please Note: Maximum awards per faculty member will be **\$650**. Normally funding will be given only for conferences at which the faculty member is presenting a paper or participating in a panel. Faculty members with access to external funding such as a SSHRC grant are expected to access those funds first before applying to the YUFA fund. Along with this form please attach documentation about your participation (letter of acceptance for your paper proposal or a printed conference program) as well as a breakdown of all anticipated (or approximate) eligible expenses. Applications are accepted prior to travel, but claims for reimbursement, along with all relevant receipts, will be accepted only upon return.

Eligible Expenses

Faculty members may put in claims for travel to the conference location, accommodation, registration fees, and meals.

Claims for reimbursement of expenses must be submitted within 6 months of return from travel but prior to **April 30, 2019.**

Department/School Office Use Only

Application Approved: _____ Total Amount Approved: _____ Date: _____

Application Denied: _____ Reason for denial: _____

Signature of Chair: _____

Original: To applicant _____ Copies: Dept. /School _____ Dean's Office _____