



# APPLICATION FOR TRAVEL AND CONFERENCE FUNDING

**Full Name**

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**Position**

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**Program**

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**Purpose of travel**

- Paper or artistic performance
- Workshop/study session
- Guest lecture<sup>1</sup>
- Session chair
- Audit conference session

**SCHEDULE OF FUNDING:**

Paper/artistic performance: max. \$2,500

**Presentation title and date**

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Workshop/study session: max. \$1,125

**Event title and dates**

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Guest lecture: max. \$1,125

**Location**

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Session chair: max. \$750

**Travel dates**

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Audit conference session: half expenses up to max. \$1,250

<sup>1</sup> Please note that funding under category C is available only as a supplement in those instances where the host institution is unable to meet the full cost of a planned visit. Any honoraria and payments provided by the host institution are to be disclosed in the application and will be deducted from the total allowable budget.

# TOTAL BUDGET

PLEASE INCLUDE YOUR TOTAL estimated expenses, even if they exceed the allowable maximum.

Travel funding is for Economy airfare or less.

<b>Category</b>	<b>CAD</b>	<b>USD</b>	<b>Other</b>
<b>Travel</b>	_____	_____	_____
<b>Ground transportation</b>	_____	_____	_____
<b>Accommodation<sup>2</sup></b>	_____	_____	_____
<b>Meals<sup>3</sup></b>	_____	_____	_____
<b>Registration fee<sup>4</sup></b>	_____	_____	_____
<b>Other</b>	_____	_____	_____

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<sup>2</sup> Accommodation: reasonable rate for single accommodation normally not exceeding the PSPC rate for a maximum of 5 nights (see <http://rehelv-acrd.tpsgc-pwgsc.gc.ca/acrds/preface-eng.aspx#allcityratelimits>)

<sup>3</sup> Meals (max: 5 days): \$48 per day in Canada; \$48 USD per day in the United States; for international travel, the Federal Government rates will be in effect. These rates vary periodically and are found at:

<https://www.njc-cnm.gc.ca/s3/en>

<sup>4</sup> The committee will reimburse up to \$250.00 CAD.

**Other sources of funding (specify)**

**Other relevant information (optional)**

**Signature**

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**Date**

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