



APPLICATION FOR TRAVEL AND CONFERENCE FUNDING

Full Name

Position

Program

Purpose of travel

- Paper or artistic performance
- Workshop/study session
- Guest lecture¹
- Session chair
- Audit conference session

SCHEDULE OF FUNDING:

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

Presentation title and date

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

Event title and dates

Guest lecture: max. \$1,125

Location

Session chair: max. \$750

Travel dates

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

¹ 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.

Category	CAD	USD	Other
Travel	_____	_____	_____
Ground transportation	_____	_____	_____
Accommodation²	_____	_____	_____
Meals³	_____	_____	_____
Registration fee⁴	_____	_____	_____
Other	_____	_____	_____

² Accommodation: reasonable rate for single accommodation normally not exceeding the current PSPC (Public Services and Procurement Canada) rate for a maximum of 5 nights

³ 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>

⁴ The committee will reimburse up to \$250.00 CAD.

Other sources of funding (specify)

Other relevant information (optional)

Signature

Date
