

YUFA TRAVEL FUND GRANT

Application Form

May 1, 2017 – April 30, 2018

Please read the guidelines on page 3 before completing this application form.

Only YUFA members are eligible to apply. Tenured faculty are eligible for up to \$800 per fiscal year (May 1, 2017 to April 30, 2018). Untenured faculty can claim up to \$1000.

Application must be submitted at least 3 weeks prior to departure.

INTERNAL USE ONLY	Code #	Received by Dean's Office Financial Assistant on (day/month/year):

APPLICANT INFORMATION	Surname	Given Name(s)	Signature
			X
	Employment Status	Current Occupation	Department
	Campus Address	Phone Extension	E-mail Address
TRAVEL DETAILS	Departure Date		Duration (in days)
	Destination City		Destination Country
	Title of Conference, Seminar, Symposium, Festival, Event, or Professional Meeting		
	Title of Presentation or Professional Function		
Total \$ Requested from YUFA Travel Fund			
\$			

1. ATTACH INVITATION, PROGRAM, AIRFARE QUOTES, AND OTHER SUPPORTING DOCUMENTATION.
2. COMPLETE BUDGET STATEMENT ON FOLLOWING PAGE.
3. IF THIS IS A GROUP PROJECT/TRIP, PLEASE CROSS-REFERENCE APPLICATIONS.
4. SUBMIT TO YOUR DEPARTMENT CHAIR FOR APPROVAL.
5. SUBMIT TO FINANCIAL ASSISTANT IN THE DEAN'S OFFICE (Nadia Forzley-Saad).

REVIEW PROCESS	Chair's Comments	
	Chair's Signature	Date (day/month/year)
	X	
	Research Officer's Comments	
	Research Officer's Signature	Date (day/month/year)
	X	
	Dean's Comments	
	Amount Approved	
\$		
Dean's Signature	Date (day/month/year)	
X		

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Budget Statement

May 1, 2017 – April 30, 2018

Please read the guidelines on page 3 before completing.

Economy flight only will be considered. Maximum \$65 per day for meals. Please state amounts in Canadian dollars.

	Item	Amount	Explanation
EXPENSES	Transportation:	\$	
	Accommodation:	\$	
	Registration Fees:	\$	
	Meals:	\$	
	TOTAL:	\$	

	Source	Requested	Awarded	Explanation
REVENUE FROM OTHER SOURCES	Honorarium:	\$	\$	
	York Grants:	\$	\$	
	External Grants:	\$	\$	
	Other (specify):	\$	\$	
	TOTAL:	\$	\$	
	TOTAL REVENUE:	\$		
	Total amount requested from the YUFA Travel Fund (maximum \$800 for tenured and \$1,000 for untenured YUFA members).			
		\$		
ALTERNATE OR ADDITIONAL FUNDING	If you have <i>not</i> applied to other York grants or external funding, please explain why. If you <i>plan</i> to apply elsewhere, please explain.			
ADDITIONAL COMMENTS				

YUFA TRAVEL FUND GRANT

Guidelines

May 1, 2017 – April 30, 2018

PROJECT ELIGIBILITY

This fund will provide \$800 for tenured and \$1000 for non-tenured faculty support for those who are attending a conference to present a paper, travel to a site to develop an exhibit or to be involved in a production/performance, and/or other research that is related to the evolution of a faculty's research. A notification of acceptance of the presentation, workshop, exhibit or performance or other documentation must be submitted at the time of the request which is due three weeks prior to travel. Each faculty's request is limited to one per fiscal year (May 1 – April 30).

PRIORITY LISTING OF ELIGIBLE PROJECTS

The Dean is guided by the following priority listing when allocating travel funding:

1. Presentation of refereed papers to learned conferences or equivalent presentation in an artistic forum (performance, exhibition etc. in a given discipline in a juried setting)
2. Presentation of invited papers to other academic groups (seminars, department etc.) or the equivalent presentation in a particular discipline
3. Attendance at scholarly or professional meetings or gatherings to which the faculty member has been specifically invited either as a representative of York University or as an officer of the organization (e.g. executive or editorial board meetings)
4. Travel for research field work.
5. All other requests

NB: Travel related to teaching and service work is not eligible for funding through the Dean's YUFA travel grant. Please see the YUFA website for funding opportunities for teaching related activities.

In accordance with Ontario provincial legislation, there is no longer a per diem rate. Instead, in order to be reimbursed for meals up to the allowable \$65 per day, receipts must be submitted.

VALUE

To maximize the Fund's ability to assist faculty members as effectively as possible, it was agreed that, effective May 1, 2010, Faculty Travel Fund grants will be limited as follows:

- ◆ contractually-limited faculty members: max. \$800 per fiscal year
- ◆ tenured faculty members: max. \$800 per fiscal year
- ◆ untenured YUFA faculty members: max. \$1,000 per fiscal year (Note: the University's fiscal year runs May 1 to April 30)