**PLEASE REVIEW BEFORE SUBMITTING**

* This application is for Sessional Instructors to access the Sessional Travel Fund.
* The Sessional Travel Fund provides funding for sessional academic staff for travel expenses related to their academic work, or expenses related to attending conferences whether or not travel is involved.
* To be considered, you must include your current CV and appropriate expense documentation (see below).
* The application and all supporting documents should be submitted in this single document
* Successful applicants are required to provide the Faculty Association a brief activity report detailing the conferences/scholarly activity explaining its impact to their work as a sessional instructor. The information in the report may be used in future Association communications and promotions (e.g. newsletter, website, etc.).
* Once an application is approved by the Committee, the Association will provide the Applicant with an expense report form.
* Both the activity report and the expense report must be completed and returned to the Faculty Association no later than two months after being informed of the results, or completion of the travel/conference, whichever is later.
* Funds will only be disbursed based on actual costs from receipts submitted to the Association office. Funds that are approved but unused will be forfeited.

**Questions**:

Contact the Faculty Association at [faculty.association@tucfa.com](mailto:faculty.association@tucfa.com) or (403) 220-5722

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| --- | --- | --- |
| **Applicant Name** | Type full name |  |
| **Address** | Mailing Address |  |
| **Postal Code** | Postal Code |  |
| **UCID** | 8 digit ID number |  |
| **Faculty** | Faculty |  |
| **Department/Unit** | Department/Unit |  |
| **Amount Requested ($)** | $ |  |
| **Application Type** | Proposed Travel **OR**  Travel which has occurred |  |
| **Travel Date** | YYYY/MM/DD to YYYY/MM/DD | **(Must be before December 31, 2023)** |

**Applicant Eligibility:**

Sessional academic staff members are eligible to apply for reimbursement from the Sessional Travel Fund if they have held a sessional contract at the University of Calgary within the last five years and:

a) they are or will be holding a sessional contract at the University of Calgary at the time the expenses are incurred; or

b) they expect to return to an academic position at the University of Calgary

within the next year.

Have you held a sessional contract within the last five years?  Yes  No

Do you expect to hold a sessional contract within the next year?  Yes  No

Is the University of Calgary your primary employer?  Yes  No

**Present Your Case:**

In the space below, please describe:

* How the activity, such as presenting a paper or attending a workshop/conference, relates to your teaching practice and scholarly activities
* The impact the activity will have on your teaching practice and/or scholarly activities

**Travel Documentation:**

Requirements:

* **Details of the conference/scholarly activity:** provide a copy of conference acceptance, if applicable, or other supporting documentation including information on the quality and reputation of the conference or other activity.
* **For proposed travel to occur in the future:** application must include proposed budget. Mileage may be claimed at a rate of $0.58 per km.
* **For travel that has already occurred:** application must include receipts.

*Insert or cut/paste information here (receipts, flight info, conference fees, etc.)*

**Curriculum Vitae** – insert current CV here