**Sessional Conference/Travel Grant   
Application Form**

**The Sessional Conference Fund has been established to provide travel grants for Sessional Faculty appointed within the winter term presenting papers at academic conferences. Eligible expenses: transportation, accommodation and conference registration, meals (UBC per diem) only. The amount of awards is contingent upon the number of successful applications and availability of funds.**

**Please complete this form and submit to the UBC Faculty Association (e:** [**faculty.association@ubc.ca**](mailto:faculty.association@ubc.ca)**; f: 604.222.0174).**

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| --- | --- | --- |
| First Name: | Last Name: | Employee ID: |
| Email: | | Tel: |
| Faculty/Dept.: | | |
| **Conference Details (if known)** | | |
| Conference Name: | | |
| Location: | | Date(s): |
| Title of Paper: | | |
| **If your Application is approved, you will be required to include the Conference Program listing your participation as well as your original receipts when submitting the Sessional Conference/Travel Grant Reimbursement Form.** | | |

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| --- | --- |
| Member Signature | Date: |
| APPROVED  UBC Faculty Association: | Date: |

## **For your information:**

* Applications must be submitted prior to the conference attended in that calendar year
* Applications will be reviewed by the UBC Faculty Association and successful applicants will be notified.
* Priority will be given to those who have not received a grant in previous years.
* Following the conference, approved Applicants MUST complete the **Sessional Conference/Travel Grant Reimbursement Form** ([www.hr.ubc.ca/faculty-relations/compensation/professional-development-reimbursement-fund/sessional-conference-fund](http://www.hr.ubc.ca/faculty-relations/compensation/professional-development-reimbursement-fund/sessional-conference-fund)) and submit it to their Department Head/Administrator along with all receipts, a copy of the Conference Program listing participation and the approved Application Form. Further instructions for submission are listed on the Reimbursement Form.
* Sessional Faculty may only apply for funding for 1 conference per calendar year.
* Reimbursement Forms must be submitted as soon as possible following the date of the conference and no later than February 28 of the following year.
* Sessionals who deliver a paper during an active appointment are eligible for immediate reimbursement and may be reimbursed while on hiatus or after their contract has expired.
* Sessionals who deliver conference papers while not on active service (e.g. during a summer hiatus in their appointment) will be reimbursed once they have returned to an active appointment.
* If a department initially covers the cost of the conference, the reimbursement will be to the Department (in that case a JV will also need to be attached).

If you have further questions regarding your application, please contact the [UBC Faculty Association](mailto:faculty.association@ubc.ca?subject=Re:%20Sessional%20Conference%20Fund/Travel%20Grant%20Application%20Form) (faculty.association@ubc.ca).