**Sessional Conference/Travel Grant   
Application Form**

**The Sessional Conference Fund has been established to provide travel grants for Sessional Faculty 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).**

|  |  |  |
| --- | --- | --- |
| First Name: | Last Name: | Employee ID: |
| Email: | | Tel: |
| Faculty/Dept.: | | |
| End Date of last appointment:      Start Date of appointment in which reimbursement sought: | | |
| **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\*.** | | |

|  |  |
| --- | --- |
| 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.
* Sessional Faculty may only apply for funding for one conference per calendar year.
* Sessionals 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

## **Eligibility:**

* Have held an active Sessional Lecturer appointment during the academic year which the application is submitted.
* Attend a conference within the current **calendar** year.
* Return to active appointment prior to February of the subsequent academic year.

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](mailto:faculty.association@ubc.ca)).