



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).

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 for claim purposes. Reimbursement will be from UBC Human Resources using Workday. [Follow these claim instructions](#). The information provided in Workday must match the information provided on this application.

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](#) (faculty.association@ubc.ca).