

Faculty Relations **Application**

CONTRACT FACULTY CONFERENCE TRAVEL FUND (CUPE 3903)

Deadline: October 1
March 1
June 1 (**CONFERENCE TRAVEL FUNDING ONLY; research grants not included**)

If the deadline date falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the next working day. Applications received after the deadline will be sent to the committee marked late.
PLEASE NOTE: Normally, retroactive applications will not be considered.

CHECKLIST:

Each application should include, in this order:

1. A completed application form with signature
2. A invitation, acceptance of paper(s) and/or a copy of the program
3. An official letter from a travel agency quoting airfare
4. An up-to-date CV
5. A completed Teaching Record Form or Work History Report
6. A completed Chair Endorsement Form (form attached herewith)

PLEASE NOTE: ONE ORIGINAL application and all supporting documents are required.
A **SCANNED PDF** of the application and supporting attachments should be sent to bisr590@yorku.ca

Please address all correspondence to:
Contract Faculty Funding Committee
c/o Faculty Relations



Faculty Relations, 276 York Lanes
York University, 4700 Keele Street, Toronto, Ontario, M3J 1P3
Tel (416) 736-2100 x44566; Fax (416) 736-5881
Email: vival665@yorku.ca, bisr590@yorku.ca

Contract Faculty Conference Travel Fund (CUPE 3903)
Application Form

*Please refer to committee guidelines appended to this application. Please fill out all required fields below

NAME: _____

EMAIL: _____

EMPLOYEE NUMBER: _____

DEPARTMENT AND FACULTY: _____

CAMPUS ADDRESS: _____

HOME ADDRESS: _____

POSTAL CODE: _____

TELEPHONE (OFFICE): _____

TELEPHONE (HOME): _____

GENERIC RESEARCH ACCOUNT NUMBER: _____

(If you have received funding previously from this committee you will have a generic research account, required in order to allocate funding)

AMOUNT REQUESTED: _____

CONFERENCE/MEETING NAME, DATE AND LOCATION:

IF YOU ARE PRESENTING AT THIS CONFERENCE/MEETING, PLEASE INCLUDE LETTER OF INVITATION, ACCEPTANCE OF PAPER AND/OR COPY OF THE PROGRAMME WHICH DEMONSTRATES AFFILIATION WITH YORK UNIVERSITY.
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BUDGET DETAILS

(Please provide a detailed budget in the space provided below)

Airfare/Travel: Claimant must provide a quote from a travel agency for the most direct flight(s) around the conference dates to support the claim. Employees will only be reimbursed for the most economical mode of travel available.

If driving; a mileage log must be kept while en route, and the expense claimed for upon return, must be for the shortest distance between claimant's residence and the destination, in order to be reimbursed.

Meals: Maximum rate of reimbursement for meals within Canada is \$65 per day, and \$65 USD outside Canada. Original receipts need to be affixed to expense claim upon return for reimbursement.

Lodging: Lodging is limited to a standard room; your budgeted amount should be based on this. The adjudication committee cannot reimburse more than \$150 per night. Reimbursement for overnight accommodation in the GTA is not eligible. Booking through internet providers should be evidenced by proof of payment.

Please Note: \$10.00 allowance for incidental expenses without receipts per day to a maximum of \$100 is allowable upon your return and submission of expense claim.

TOTAL: \$ _____

GRANTS PREVIOUSLY RECEIVED FROM THIS COMMITTEE:

DATE OF AWARD: _____

AMOUNT RECEIVED: _____

CONFERENCE ATTENDED: _____

Signature of Applicant

Date

TEACHING RECORD AT YORK

Name of Applicant: _____

Campus Address: _____

Course Number	Department	Position	Session Taught

CONTRACT FACULTY CONFERENCE TRAVEL FUND (CUPE 3903)
GUIDELINES

The Contract Faculty Conference Travel Fund supports contract faculty members of the University attending scholarly/professional/artistic conferences as per Article 15.15 of the CUPE 3903 Collective Agreement.

1. The Conference Travel Grants are available to UNIT II members only. Applicants must hold or have held a position other than a Tutor 3 (Marker/Grader) position in the bargaining unit within ten months preceding the application deadline.
2. Normally, eligible faculty will **NOT** be awarded **MORE THAN ONE** grant per year.
3. Applications must include details of the meeting or conference with supporting letter(s) of invitation, acceptance of paper(s) and/or a copy of the program, which should demonstrate affiliation with York University, and a letter of support from the Department Chair. Applicants may apply to competitions well in advance of the conference date providing they are able to submit the necessary letter(s) of invitation, acceptance of paper(s) and/or copy of the programme. A current CURRICULUM VITAE should also be included. Preference in the allocation of awards will be made as follows: (i) individuals presenting research article/abstract (ii) individuals asked to give commentaries or to chair sessions (iii) individuals attending conferences.
4. Eligible reimbursed expenses for Conference Travel awards will be (a) travel (return economy airfare); (b) registration; (depending on the amount of the registration fee and on the availability of funds, it may not be possible to cover the full amount in every case); (c) accommodation and meals. In an effort to distribute the available the funds to as many applicants as possible, normally the maximum AMOUNT REQUESTED SHOULD NOT EXCEED \$2,000.
5. **All monies awarded are subject to the regular Research Accounting and Finance Departments Policies/Procedures of the University.** Expense claims must include the airline ticket stub, and other receipts when appropriate and should be submitted to Faculty Relations, 276 York Lanes.
6. A brief report shall be made to Faculty Relations not later than one year after the award in order to be eligible for future funding.
7. Please submit your **original and scanned pdf** of your application and supporting documents to Faculty Relations, 276 York Lanes. Scanned copy can be sent to bisr590@yorku.ca.
8. Please complete the attached record of your teaching at York (or you may submit a copy of a blanket application) for the 12 month period ending August 31st preceding the application deadline.
9. THE DEADLINE DATES FOR THE APPLICATION ARE:

OCTOBER 1
MARCH 1
JUNE 1

Signature of Applicant

Date

ENDORSEMENT BY DEPARTMENT CHAIR

After completing the above application, please submit an **ORIGINAL** along with the supporting documents directly to Faculty Relations.

In addition, you should submit a copy of your application to the Chair of your department along with this endorsement form. The Chair will forward this endorsement under separate cover to Faculty Relations.

NAME OF APPLICANT: _____

I have read this application and rank its priority as follows:

- Very High
- Moderate
- Low

COMMENTS:

Department Chair Signature

Date

Please return to:

Contract Faculty Funding Committee
c/o Faculty Relations
276 York Lanes