

Queen's University Faculty Association
Advance Notice of Travel and Preliminary Budget Form

Date: _____

Name: _____

Position in QUFA: _____

Conference or Meeting: _____

Date(s) of Travel: _____

Destination: _____

Estimated Cost of Trip

Transportation* _____

Hotel _____

PerDiem** _____

Other _____

TOTAL _____

*Please refer to Travel Information for Volunteers on the QUFA website

http://www.qufa.ca/about/policies_and_protocols/Travel_Information_QUFA_Volunteers_and_Staff_2011.05.pdf

or phone the QUFA office (32151) for our preferred means of travel.

**QUFA follows the CAUT reimbursement fees of \$15 Breakfast, \$15 Lunch, \$40 Dinner, \$15 Sundry for a potential total of \$85 per day and Mileage is \$0.555 km.

Signature of Traveler: _____

Signature of QUFA Executive
Officer or Executive Director: _____