

**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 <https://qufa.ca/about/travel-information-for-qufa-volunteers-and-staff/>  
or phone the QUFA office (32151) for our preferred means of travel.

\*\*QUFA follows the CAUT reimbursement fees of \$19 Breakfast, \$19 Lunch, \$48 Dinner,  
\$17 Sundry for a potential total of \$103 per day and Mileage is \$0.58 km.

Signature of Traveler: \_\_\_\_\_

Signature of QUFA Executive  
Officer or Executive Director: \_\_\_\_\_