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: ___________________________