

**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 the QUFA website for more information: <https://qufa.ca/travel-reimbursement-forms/>

\*QUFA follows the CAUT reimbursement fees of \$24.90 for Breakfast, \$25.20 for Lunch, \$61.85 for Dinner, and \$17.30 for Incidentals, with a potential total of \$129.25 per day. Mileage is \$0.59/km.

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

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