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 $28.40 for Breakfast, $27.40 for Lunch, $57.70 for Dinner, and $17.30 for Incidentals, with a potential total of $130.80 per day. Mileage is $0.635/km.

Signature of Traveler:_____

Signature of QUFA Executive
Officer or Executive Director:_____