

AUFA Travel Assistance Fund

AUFA makes available up to \$5000 per year to assist members to attend events, conferences, or workshops that are related to your work as a member of the Association. Activities with a focus on labour and political action, academic freedom, social justice, and other such topics, or professional development activities directly related to a committee you are sitting on or other work you are doing as an AUFA representative will be given priority.

This fund is additional to what is regularly spent to sponsor attendance at CAUT meetings and training.

All current AUFA members are eligible to apply. There will be two application deadlines per year: October 15th and March 15th. Up to \$2500 will normally be allocated per cycle, with up to \$1000 being allocated per successful applicant.

Applicants may apply for assistance to attend upcoming events, or may apply to be reimbursed retroactively for events attended in the 12 months preceding the application deadline. Assistance may be requested only for expenses not already being covered by other sources (25.54 travel funds, 25.55 funds, external grants, etc).

Applications must be received in the AUFA general office by 4:00 pm on October 15th or March 15th. Decisions will be made by October 31st and March 31st following the deadline, and will be communicated to applicants shortly thereafter. A committee of three members of the AUFA executive will comprise the selection committee.

Assistance will be allocated based on the merit of the proposed activity and benefit to AUFA as an organization. In the event of applications deemed equivalent, priority for assistance will be given to the member who has part-time employment status or to the member who has received the least assistance from this fund in the past. The selection committee will endeavor to allocate funds equitably.

The following information should be provided in the following order as part of the application. The complete application must be a maximum of two letter-sized pages (single sided, 12-point font). Any additional pages will not be reviewed.

- Name of applicant
- Department(s)/School(s) of applicant
- Date of application
- Signature of applicant
- Name of Conference/Workshop
- Date of Conference/Workshop
- Website/URL of Conference/Workshop, or other documentation related to its programming
- Brief outline or rationale of how AUFA and Acadia will benefit from your attendance at this event.
- Budget outlining costs to attend this event, amount being requested (up to \$1000), and amounts being covered by other sources. Budget amounts should be consistent with the AUFA travel reimbursement form guidelines.

If you are selected for assistance, a completed AUFA travel reimbursement form must be submitted to the AUFA office following attendance at the event, with the required supporting documents and receipts. All successful applicants will provide a brief report to the membership within six months of attending the funded event or receiving funding, either verbally at an AUFA general meeting or in writing in an issue of the Communicator.

This policy was adopted by the AUFA Executive on November 3rd, 2016