

**FACULTY OF SOCIAL SCIENCES**  
**Travel Assistance for Conference Presentation**

1. All faculty members who personally present a research paper or poster at a recognized conference or meeting are eligible to receive up to \$600.00 per budget year (May1-April 30) in travel assistance from the Dean of Social Sciences.
2. Travel assistance may be applied to:
  - i) return advance booking excursion air fare plus ground transportation if required, or the equivalent bus or train fare or cost of automobile travel;
  - ii) accommodations at the standard conference rate;
  - iii) meals, to a maximum of \$50 per day, supported by receipts (no per diem).

Assistance is not provided for entertainment or alcoholic beverages.

3. Typically, the Dean's funds are claimed upon return from the conference. A Travel and Expense Report (form and instructions available at [www.brocku.ca/finance/staffforms/](http://www.brocku.ca/finance/staffforms/)) is completed and sent to the Dean's office for a signature. Further instructions about completing the Travel and Expense Report can be found in the Faculty of Social Sciences Resource Guide for faculty members ([www.brocku.ca/fss/resources/facres.php#5C](http://www.brocku.ca/fss/resources/facres.php#5C))
4. If a Travel Advance is required, up to \$600 can be requested from the Dean. The request must be submitted at least 6 weeks before the travel date. If an advance is requested, the Travel Advance Request Form at the end of this document must be completed. A cheque will be issued only upon confirmation of acceptance of the paper or poster.
5. The detailed Travel and Expense Report (TER) that is submitted following travel must be supported by **original** receipts and vouchers (not VISA/MC receipts). The TER must be submitted to the Dean's Office within 4 weeks of the date of return.
6. If faculty members wish to check whether or not they are eligible for the Dean's support for travel expenses, please contact the Administrative Officer in the Dean's office.
7. **\*\*NOTE:** If you will be using your personal vehicle to travel to the conference, Brock will only reimburse for mileage if the conference site is within 250 km of Brock (500 km return trip). If the site is further than that, you must rent a car or take public transit. If a car rental is used, rental fees and fuel costs will be reimbursed.

## Request for Travel Advance

This form must be submitted to the Office of the Dean of Social Sciences at least six weeks prior to travel. Upon return, you must account for all expenses (including those purchased with this advance) using a Travel and Expense Report (TER). Please save the cheque stub that is issued with the travel advance as this is required when completing the TER.

(Please print or type)

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Ext. \_\_\_\_\_ Email \_\_\_\_\_

Conference or Meeting \_\_\_\_\_

Location \_\_\_\_\_

Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_

List of authors as appearing in program \_\_\_\_\_

\_\_\_\_\_

Title of paper as it appears in program \_\_\_\_\_

\_\_\_\_\_

Please attach a copy of notification that your paper has been accepted. Travel assistance will be issued only on confirmation of acceptance of paper.

Please complete the details of your travel and the estimated costs in the table (below).

**\*\*NOTE:** If you will be using your personal vehicle to travel to the conference, Brock will only reimburse for mileage if the conference site is within 250 km of Brock (500 km return trip). If the site is further than that, you must rent a car. If a car rental is used, rental fees and fuel costs will be reimbursed.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Item	Details	Cost
Transportation  Return advance book excursion air  or  Automobile travel (@ \$0.44/km)	Mode: _____  Distance: _____ km	\$ _____  \$ _____
Ground Transport (taxi, train, bus, car rental)	from: _____ to: _____  from: _____ to: _____	\$ _____
Accommodations	\$ _____ per night	\$ _____
Meals, etc. (max. \$50 per day)	\$ _____ per day	\$ _____
	Total Request (Max \$600)	\$ _____

Approved \_\_\_\_\_ Date \_\_\_\_\_