

**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 \$21.10 Breakfast, \$21.35 Lunch, \$52.40 Dinner, \$17.30 Sundry for a potential total of \$112.15 per day and Mileage is \$0.56 km.

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

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