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 $20.65 Breakfast, $20.90 Lunch, $51.25 Dinner, $17.30 Sundry for a potential total of $110.10 per day and Mileage is $0.58 km.

Signature of Traveler: _______________________________________

Signature of QUFA Executive Officer or Executive Director: _______________________________________
