

**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 \$23.60 Breakfast, \$23.90 Lunch, \$58.60 Dinner, \$17.30 Sundry for a potential total of \$123.40 per day and Mileage is \$0.58/km.

Signature of Traveler: _____

Signature of QUFA Executive
Officer or Executive Director: _____