

Acadia University Faculty Association (AUFA) Travel Assistance Fund

AUFA makes available up to \$10,000 per fiscal year (April 1st – March 31st) to assist members to attend events, conferences, or workshops that are related to work as a member of the Association. Half of the allotted funds (\$5,000) will be reserved for part-time members and half (\$5,000) will be reserved for full time members. Funds used will not exceed 50% of those allotted to full-time or part-time members in the first 6 months of the fiscal year (April 1st – September 30th). Up to \$2,000 will be allocated per successful applicant. Unused funds will be rolled over for one subsequent year. 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. Applications will be received any time. 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 a member is sitting on or other work being done as an AUFA representative will be given priority. Assistance will be allocated based on the merit of the proposed activity and benefit to AUFA as an organization. Applicants may apply for assistance to attend upcoming events or may apply to be reimbursed retroactively for events attended. Assistance may be requested only for expenses not already being covered by other sources (25.54 travel funds, 25.55 funds, external grants, etc.).

Please submit applications to Jane Longley following the guidelines outlined below (Jane.longley@acadiau.ca). A committee of three members of the AUFA executive will comprise the selection committee. Decisions will be made as quickly as possible and will be communicated to applicants shortly thereafter. In the event that more than one application is 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 over the past year. 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 minimum). 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 \$2,000), and amounts being covered by other sources (e.g., Article 25.54).

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 (in the event of retroactive reimbursement), either verbally at an AUFA General Meeting or in writing in an issue of *The Communicator*.

This policy was adopted: March 17th, 2025.