



CUPE Conference Award Fund

CUPE 4163 and the University of Victoria have created a fund, through collective bargaining, to support CUPE 4163 Component 1 members in their professional and/or academic pursuits. The grant supports attendance at academic or research conferences and workshops but not course related travel. Grants are to a maximum of \$250 and allotted on a first come first served basis to the maximum number available for the month of conference attendance. A joint committee comprised of two CUPE4163 representatives appointed by the Union and two people appointed by the University of Victoria will administer the fund. Funding from other sources will not affect Conference Award Fund eligibility as long as the total funding received from all sources does not exceed expenses. Please complete this form and email office4163@gmail.com or deliver to the CUPE 4163 office in the Technology Enterprise Facility Rm 219.

Eligibility criteria: (check applicable boxes)

- You are member of CUPE 4163 Component 1 (you have worked in a CUPE 4163 Component 1 position within the last 12 months)
- You have not yet received a CUPE 4163 Conference Award Funding this academic year (September - August)
- Letter of acceptance or conference registration

Maximum Award amount: \$250

Name: _____ Student #: _____

Department: _____ Email: _____

Name of conference/workshop: _____

Location: _____ Dates of attendance: _____

Reason for attendance: _____

Anticipated expenses:

- Transportation \$ _____
- Per diem \$ _____
- Accommodation \$ _____
- Conference fees \$ _____

Signature of Applicant

Date

How the Conference Award Fund works:

If your request meets the criteria and there is money available in/for the month you apply, you will receive an email confirming that your application has been approved.

Upon return from the conference/ workshop, you must submit your Conference Award Fund **approval email with proof of expenses** (**original** boarding passes, hotel and other receipts). Please note that you will not be reimbursed for expenses which have been paid for by other individuals.

You will have **30 days from the end of the travel to return** the approval email to CUPE 4163 office, along with the original receipts, for reimbursement.

The reimbursement payment will be through direct deposit to your bank.

Please note that there is a 30 day deadline for submitting claims which will be strictly enforced.

Claiming travel expenses:

Please send any questions to office4163@gmail.com