



**CUPE4163**

## Conference Award Application

CUPE 4163 and the University of Victoria have created a fund through Collective Bargaining to support Component 1 members in their professional and/or academic pursuits. The grant supports attendance at academic or research conferences and workshops but can not be used for course related travel or expenses. Grants to a maximum of \$450 are allotted on a first come first serve basis to the maximum number available for the month of conference attendance. You can only receive one grant from the fund in the academic year (September 1st-August 31st). The fund is administered jointly by CUPE 4163 and the University. Funding from other sources does not affect eligibility provided the total funding received does not exceed expenses.

To APPLY: Fill out this form and send both the form and something that indicates registration or approval to present at the conference/workshop. Send all documents to [comp1funding@cupe4163.ca](mailto:comp1funding@cupe4163.ca).

You will get a response either way within 2 weeks of application. If you are approved, please carefully read the approval letter as it contains the details you need to claim expenses.

### Eligibility Criteria (check applicable boxes)

- ☐ You are a member of CUPE 4163 Component one (have held a position within the 12 months prior to the conference)
- ☐ You have not yet received a CUPE 4163 Conference Award this academic year
- ☐ You have attached your letter of acceptance or conference registration

Name:

Student #:

Department:

Email:

Conference Location:

Dates of Attendance:

Name of Conference:

### Anticipated Expenses

- ☐ Transportation:      \$
- ☐ Per Diem (meals)      \$
- ☐ 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.

