



VANCOUVER ISLAND UNIVERSITY: TRAVEL & CONFERENCE FUNDING

APPLICATION DEADLINES: MARCH 15 & NOVEMBER 15 - 4:00 P.M.

PROGRAM DESCRIPTION

Funding available to members of BCGEU and VIUFA for conference participation and presentations. Awards are administered by the Travel and Conference Proceeding Funding Committee.

Terms of Reference

To set criteria and adjudicate applications for training and conference participation and presentation (BCGEU). For conference participation and presentation (VIUFA).

Funding Sources and Amounts

\$34,000 Institutional Administrative Allocation

Eligibility

VIUFA and BCGEU members with at least a 50% workload

Types of Projects

Training (BCGEU); Conference participation and presentation (VIUFA and BCGEU)

Application Process

Complete the [Travel & Conference Application Form](#) and forward to Alexander Pevac, Faculty of Management (Building 250, Room 454), either in person, via campus mail or by [email](#).

Accountability Required from Successful Applicants

Recipients can claim their funding after the event by submitting the following (**hardcopy** only) to Alexander Pevac:

1. An [Employee Travel and Expense Claim Form](#) (signed by the recipient only) with original receipts attached;
2. Evidence of conference participation: copy of paper(s) presented and a maximum one-page summative report.

**** Please note that all international travel must be approved in advance by the Office of the Provost.**

For Questions or Concerns

Please contact [Alexander Pevac](#).