



Professional Development Travel Assistance Grant Pre-Approval
For ASA Individual Members Only

Funding assistance for travel to attend professional development opportunities is provided through a contribution from the Government of Alberta. Please complete the eligibility section and review the eligibility exclusions below. Applications must be received a minimum of thirty (30) days prior to the commencement of the professional development opportunity.

Name _____

Mailing Address _____

City _____ Prov _____ Postal Code _____

Phone: _____ Fax _____

Email : _____

Course/Conference _____ Dates _____

To be eligible for travel assistance, I confirm that: (please \checkmark)

- I am an individual member of the ASA in good standing as of May 15th for the current membership year.
- I am an Alberta resident.
- I will register as a full conference/course registrant for the professional development opportunity.

Anticipated Eligible Costs:

Mileage _____ kms @ \$0.72 per km = \$ _____

Commercial Transportation (bus/plane/train/taxi) \$ _____

Accommodation _____ nights at \$125 per = \$ _____

Host Gift (maximum \$25 for entire stay) \$ _____

Meals (maximum of \$50/day) \$ _____

Registration Fee \$ _____

TOTAL ANTICIPATED COSTS \$ _____

AMOUNT FUNDED BY INSTITUTION (less) \$ _____

AMOUNT REQUESTED BY MEMBER \$ _____

I confirm that I meet the eligibility requirements.

Signature _____

Eligibility Exclusions

- Honorary, complimentary or institutional members (any person representing an institutional member who is not an individual member) are excluded.
- Only one recipient is eligible per shared vehicle for mileage costs.
- Applicants may claim for either accommodation or host gift expenses but not both.
- Mileage is excluded to those members who are traveling in vehicles owned by their institution.

All personal information collected on this form is used for the administration of the ASA grants program and will not be used for any other purpose.