

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. Reports must be received within thirty (30) days of the conclusion of the professional development opportunity in order for pre-approved funds to be disbursed.

Name _____

Mailing Address _____

City _____ Prov _____ Postal Code _____

Phone: _____ Fax _____

Email: _____

Course/Conference _____ Dates _____

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

- I am an individual member of the ASA in good standing as of May 15th for the current membership year.
- I have received pre-approval for this professional development opportunity.
- I have registered as a full conference/course registrant for the professional development opportunity.
- I have attached a description of the professional development opportunity.
- I have included a narrative which may be published in the newsletter of the society.

Each applicant is encouraged to seek funding from other sources including his/her employer.

Eligible Travel costs:

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

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

Registration \$ _____

Accommodation _____ nights at \$125 per \$ _____

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

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

TOTAL COSTS \$ _____

Original receipts for registration, commercial transportation, meals, host gift, and accommodation are required with the submission of the application. Applicants may claim for either accommodation or host gift expenses but not both.

I confirm that I meet the eligibility requirements and certify the information provided in this request to be true, complete, and accurate.

Signature _____

Eligibility Exclusions

- Honorary and complimentary members are excluded.
- Only one recipient is eligible per shared vehicle for mileage costs.
- Mileage is excluded to those members who are traveling in vehicles owned by their institution.
- Registration costs are excluded in all cases.
- Applicants who have not received pre-approval for the professional development activity.

Grants Distribution Principles:

- The amount may be pro-rated according to the number of applicants and the total amount requested for travel assistance.
- Applications must be received within 30 days of the final day of the professional development opportunity.