

REQUEST FOR FUNDS FROM PRESENTERS TRAVEL AND CONFERENCE FUND for Full-time Faculty attending and/or presenting at conferences

Preamble:

"In addition to the Professional Development Fund, there will be an additional fund from which all reasonable travel expenses (limited to three days' attendance in Canada and the United States) or partial expenses for trips abroad, will be reimbursed in cases of Full-Time Faculty members chairing a session or presenting a paper at a learned society. Prior approval of the Department Chair and Academic Dean is required, as are third-party detailed receipts for travel and hotel expenses. The amount of this fund shall be \$165,000 for 2020-21 and \$215,000 for 2021-22. The funds granted any full-time member under this paragraph shall not exceed \$8,000 in any two year period, subject to availability. The maximum amount allowed per conference shall be \$3,500."

Conditions of Appointment for Faculty 2020-2022, Section XII.

For the purposes of funding requests, the preceding paragraph will be understood to mean the following:

1. Reasonable travel expenses between London and the conference location, or the faculty member's home (whichever is less), accommodation, meals, conference registration.
2. For conferences in North America – 4 nights' accommodation maximum
3. For conferences outside North America – 5 nights' accommodation maximum
4. Accommodation should be at the hotel's university, government, or conference rate, or less. Requests for accommodation at a higher rate should be accompanied by the appropriate rationale.

Travel and conference expenses that fall outside of these parameters may be covered by PDF funds, if available.

Prior Approval

There are two elements of prior approval:

1. **Department Chair/School Director** – faculty shall ensure that they have discussed with their academic unit head prior to submitting a funding request to the Academic Dean. This is particularly important if the faculty member plans to be away during term time. It is the responsibility of the academic unit head to confirm that steps have been taken to cover classes and other obligations of the faculty member while they are away.
2. **Academic Dean** – faculty must complete a Request for Presenter's Travel and Conference Fund, which will require the following:
 - a. Conference details, including dates of conference and conference URL
 - b. Written confirmation of presenting or chairing a session
 - c. Proposed budget
 - d. Confirmation of Chair/Director acknowledging conference attendance

Once approved by the Academic Dean, a confirmation of funding approval will be returned to the faculty member to attach to any requests for reimbursement from the fund.

Requests for **reimbursement should be made within 60 days** of incurring an expense, **or by April 30** of each year, **whichever is sooner** (i.e., if flights have been purchased, submit a claim for reimbursement within 60 days of purchase; submit additional claims for hotel and other expenses as they are incurred). Use the [Employee Reimbursement Request](#) and attach original receipts.

All reimbursement claims are subject to the negotiated maximum as per the Faculty Conditions of Appointment [<https://www.kings.uwo.ca/kings/assets/File/extranet/hr/agreements/FacultyAgreement.pdf>] in addition to the Board Policy for Travel and Reimbursement.

Faculty should refer to the Guidelines for Reimbursement for detailed information:

<https://www.kings.uwo.ca/kings/assets/File/depts/finance/accounts/ExpenseReimbursementManual.pdf>

Request for Funds Form: <https://forms.kings.kucits.ca/Forms/Presenters-Travel-and-Conference-Fund-Request>

April 27, 2021