



Professional Development Dues  
Request to Travel  
**FACULTY**

**Information**

Date Submitted:	
Traveler Name:	
Destination (City):	
Departure Date:	
Return Date:	
Purpose of Travel:	

**PLEASE NOTE**  
As per Article 1.4 of the Faculty Collective Agreement, travel plans shall be submitted to the Dean to be approved, at least 15 days before the commencement of travel

Is the University requesting or requiring you to travel?  YES  NO

**Anticipated Expenses**

Type of Expense	Description of Expense	CDN / US \$	# of Days	Total Expenses
Rail/Air				
Auto				
Taxis/Bus:				
Conference/Registration Fees:				
Lodging:				
Meals and Tips:				
Other:				
			<b>Grand Total</b>	\$ -

**For Office Use Only**

Previous Travel Date:		Comments	Approved Travel \$:	
Pending Travel \$:			Signature:	
<b>BALANCE:</b>				

WUFA professional development travel information and per diem amounts can be found:  
<https://www.wufa.ca/article-106/article-i-professional-development-and-membership-dues-reimbursement>