

**FACULTY OF ARTS  
MANAGEMENT AND PROFESSIONAL STAFF  
REQUEST FOR PROFESSIONAL DEVELOPMENT/CONFERENCE TRAVEL GRANT**

Date: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_  
 M&P Position: \_\_\_\_\_  
 Department/School: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

- A. Name of program, conference, workshop: \_\_\_\_\_  
 B. Location of meeting or conference \_\_\_\_\_  
 C. Role or reason for attendance. How will this benefit your work at UBC? \_\_\_\_\_  
 D. Dates of workshop/conference (exclusive of travel time) \_\_\_\_\_ to \_\_\_\_\_, 20\_\_

E. Budget  
 Total estimated travel costs \$ \_\_\_\_\_  
 Breakdown:  
     Registration fee \_\_\_\_\_  
     Accommodation, if applicable \_\_\_\_\_  
     Travel costs, if applicable \_\_\_\_\_  
     Per diem, if travelling \_\_\_\_\_  
 Total funds requested from the Dean's Office (up to 2/3 of total cost to a maximum of \$1000) \$ \_\_\_\_\_  
 (Departmental PG to be Credited \_\_\_\_\_)  
 Total funds provided by the applicant's department (a minimum of 1/3 of total cost or \$500) \$ \_\_\_\_\_

- **Application must be received at the Dean's office at least 21 days before departure or event date.**
- **Travel arrangements must be booked and travel expenses charged in compliance with UBC Policies #83 (Travel and Related Expenses) and #84 (Entertainment Expenses Guidelines).**
- **Individuals can apply to this fund once per fiscal year (April 1 to March 31).**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head/Director's Comments and Recommendations:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Head's/Director's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*To be completed by Dean's Office*  
**Total funds granted from Dean's Travel Fund** \$ \_\_\_\_\_  
**Dean's Office Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*SEE GUIDELINES/INSTRUCTIONS ON REVERSE SIDE*

**TRAVEL GRANTS ARE SUBJECT TO AVAILABILITY OF FUNDS.**

***Travel and Professional Development Grants  
for Management and Professional Staff***

***Policy and Guidelines***

Faculty of Arts Management and Professional staff, and in some instances technical and support staff, with continuing and permanent appointments who have completed their probation may apply to the Dean's Office for funds to assist them to attend workshops, conferences, or other professional development meetings recommended by the unit Head or Director. Funding is available provided that the applicant participates in a workshop, attends a meeting, or makes a presentation related to her/his work and profession at UBC and that the applicant's department also provides financial support. Applicants can request 2/3 of the total cost of attending the event up to a maximum of \$1000 from the Dean's Office. The applicant's department must match the Dean's allocation with at least 1/3 of the total cost (up to \$500). Departments can contribute more. AAPS has a professional development subsidy to which the applicant can apply for additional support.

Applications can be made once a year (one event only) and must be accompanied by a brief statement by the applicant indicating the importance of the workshop, conference, or meeting to his/her professional development and work at UBC a brief statement by the Head or Director indicating how the department will benefit, and a budget showing costs and sources of funds. Funds granted will be transferred to the applicant's department. All accounting for travel funds will be processed by the applicant's department.

Travel and/or Professional Development Grants are subject to availability of funds in the Dean's Office. Limitations on amounts and number of awards may be made. Awards are based in individual merit. Dean's Office staff (Dean's Office, Arts Academic Advising, Arts ISIT, Arts Co-op) may be excluded from using this fund.