



ACCUTE
c/o Department of English and Film Studies
3-5 Humanities Centre
University of Alberta
Edmonton, AB
T6G 2E5

Presenter Travel Claim Form

Presenters at ACCUTE's 2013 Conference are eligible to claim support for up to 50% of their travel expenses. Please note that expenses such as accommodation, registration, meals, and taxis will not be reimbursed.

Travel Claim Information: This travel fund has been made possible on a trial basis by *ESC: English Studies in Canada* and ACCUTE. We will give precedence to those with lower incomes and fewer travel fund outlets (namely, graduate students, sessionals, contract instructors, and independent scholars). We will then consider claims by lower-ranked faculty, working our way up the scale to those members with the highest incomes. Actual reimbursement amounts will depend on the number of applicants and how much each person claims.

While we cannot guarantee this travel fund from year to year, we wanted to provide some level of reimbursement for 2013, given the recent cuts to SSHRC's programs. If you earn a healthy salary and have solid access to other travel fund sources, however, please consider the needs of other ACCUTE members who have fewer financial resources at their disposal. We ask that you be honest in listing your other secured and/or anticipated reimbursements. We will consider your signature on this form to be agreement with this principle of not double-dipping.

The Claim Form will be circulated over email to members and will also be available on the ACCUTE website. Paper copies will not be available at the ACCUTE desk.

Claimants **must** fill out the form below. Please submit it with **original** receipts (or, if you are using an electronic ticket, submit boarding passes or scanned receipts for **all** portions of the trip). Please keep copies of your receipts for your own purposes. Travel Claim Forms should be submitted to Laura Schechter at the above address by **June 24, 2013**.

Please note that claims date stamped by the post office after June 24, 2013 cannot be considered for reimbursement.



Presenter Travel Claim Form

Name: _____

Institution: _____

Address: _____

Professional Designation: _____

Traveling from: _____

Expenses Claimed (e.g. airfare, ferry, car rental, gas, etc.):

| Expense | Amount |
|---------|--------|
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Other Travel Funding Secured: _____

Other Travel Funding Anticipated: _____

Actual Expense Incurred/Expected: _____

Signature: _____

Date: _____