

## 2019 Presenter Travel Claim Form

Depending on the number of applications, ACCUTE may cover up to 50% of presenter travel expenses for graduate students, contract academic faculty, and other unwaged members presenting at the 2019 ACCUTE conference. Please note that organizers and chairs of sessions are not eligible for these funds, unless they are presenting a paper on another panel. All presenters must be paid-up members of ACCUTE to be eligible for the fund.

Claimable travel expenses include airfare, ferry, train, bus, car rental, gas, etc. Please note that expenses such as accommodation, registration, meals, and ground transportation such as subways or taxis will not be reimbursed.

**Travel Claim Information:** This travel fund has been made possible by *ESC: English Studies in Canada* and ACCUTE. Actual reimbursement amounts will depend on the number of applicants and how much each person claims. We cannot guarantee this travel fund from year to year. The Claim Form will be circulated over email to members and will also be available on the ACCUTE website.

**Submission Process:** Claimants **must** fill out the form below. Please fill this form out **using a computer** as handwritten forms may be difficult for us to process. Please submit the form one of two ways:

- 1) online with photocopies or electronic copies of your **original** receipts to the ACCUTE Office Coordinator (Vicky Simpson) at [info.accute@gmail.com](mailto:info.accute@gmail.com)
- 2) by mail with **photocopies or original** receipts (please keep copies of your receipts for your own purposes) to the ACCUTE office:

ACCUTE  
c/o Department of English  
University of New Brunswick  
PO Box 4400  
Fredericton, NB E3B 5A3

You may forward these materials as soon as possible after the conference and by **Monday, June 24th, 2019 at the latest.**

**Please note that claims emailed or date stamped by the post office after Monday, June 24th, 2019 cannot be considered for reimbursement.**



## Presenter Travel Claim Form

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Professional Designation: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Traveling from: \_\_\_\_\_

### Expenses Claimed (e.g. airfare, ferry, train, bus, car rental, gas, etc.)

Expense: \_\_\_\_\_ Amount: \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____

Other Travel Funding Secured: \_\_\_\_\_

Other Travel Funding Anticipated: \_\_\_\_\_

Actual Expense Incurred/Expected: \_\_\_\_\_

Date of Travel Reimbursement Claim: \_\_\_\_\_

**PAYMENT WILL BE SENT BY E-TRANSFER, SO PLEASE ENSURE YOUR EMAIL ADDRESS ON THIS FORM IS CORRECT**