



ACCUTE
University of New Brunswick
Department of English
Carleton #247, 19 Macaulay Lane,
Fredericton, New Brunswick
E3B 5A3

2020 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 2020 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.

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.

Eligible travel expenses include airfare, ferry, train, intercity bus, car rental, and gas. Please note that expenses such as checked bags, seat selection, accommodation, registration fees, meals, and ground transportation such as subways or taxis will not be reimbursed.

Submission Process: Claimants **must** fill out the form below and submit it in one of two ways:

- 1) online with **electronic copies of your receipts and boarding passes** to the ACCUTE Office at info.accute@gmail.com
- 2) by mail with **photocopies of your receipts and boarding passes** (please keep copies of your receipts for your own purposes) to the following address:

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 15th, 2020.**

Claims emailed or date stamped by the post office after Monday, June 15th, 2020 cannot be considered for reimbursement.



Presenter Travel Claim Form

Name: _____

Institution: _____

Professional Designation: _____

Traveling from: _____

Email contact: _____

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

Expense	Amount
_____	_____
_____	_____
_____	_____
_____	_____

Total of Expenses Claimed:

Other travel funding secured or anticipated:

Date of Travel Reimbursement Claim: _____

Reimbursement will be sent by e-transfer to the email address above unless otherwise indicated. To receive your travel reimbursement via cheque instead (i.e. for presenters from outside Canada), please provide your full mailing address:

