



Faculty travel—request for CWRTER pre-approval

2016-2020 Collective Agreement Article 27 and Appendix B
Brescia Expense and Travel Policy 6.1 *Approvals for Travel*

Date of request: _____

Name: _____ **Signature:** _____

Purpose of travel:

- Conference at which you are presenting paper/poster, session organizer, session chair, discussant or judge; leading or organizing academic workshop (up to \$1615)

Name, location and dates of conference or workshop:

- Participation in workshop; travel for access to research documents/subjects/resources; attendance at academic conference (up to \$807.50)

Name, location and dates of conference or workshop OR location and dates of research travel:

Vice-Principal & Academic Dean: Approved Not approved

Reason:

Date: _____ **Signature:** _____