**CATR/ACRT**

Canadian Association for Theatre Research / Association canadienne de la recherche théâtrale

APPLICATION FOR TRAVEL ASSISTANCE TO ANNUAL GENERAL MEETING

Concordia University, May 28-31, 2010

**PLEASE NOTE THE FOLLOWING BEFORE YOU APPLY:**

CATR/ACRT receives a small grant ($3810) from SSHRCC to assist with travel expenses for members who attend the annual general meeting. This is the only money the association has available for this purpose. Consequently, it is not possible to reimburse members for the full price of travel. To determine the amount to be reimbursed, the following guidelines are used:

* Only applications with all information fully completed will be considered.
* Travel assistance applies to actual travel costs only. CATR/ACRT does not reimburse for hotel, cab or bus fares, airport fees, tips, etc.
* Only original tickets & e-tickets are accepted (e-tickets must be accompanied by boarding passes). Credit card receipts are not accepted.
* Air travel is reimbursed at the **least expensive 4-week advance purchase price**.
* Train travel is likewise reimbursed at the cheapest fare available.
* Car travel is reimbursed at 25 cents per km, but air fare will apply if it is less. Mileage is calculated for the specific distance from the applicant’s home city to the conference city only; CATR/ACRT does not cover any additional mileage or parking fees. Please note that **CATR/ACRT can only reimburse for one return trip**.
* CATR/ACRT cannot reimburse full price. Applications are pro-rated, with student applications having priority. In general, student and underemployed applications within Canada are reimbursed at approximately 70%; faculty applications within Canada, at 50%; and applications for international travel, at 35%. Please note that these percentages vary from year to year, depending on the number of applicants and the amounts requested.
* In cases where applicants receive funding from other sources, this amount is deducted from the pro-rated balance.
* Late applications (postmarked after deadline) will not be considered.

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

Mailing Address: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Postal Code: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you receiving travel money from other sources? No □ Yes □ Amount $\_\_\_\_\_\_

Contribution to 2010 Conference:

* Paper (Title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Panel (Title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Executive (Position) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a member in good standing of CATR/ACRT? No □ Yes □

(If No, please include membership fee with this application. Fees are: $100 for Individual, $40 for Students/Retired)

Cost of travel from \_\_\_\_\_\_\_\_\_\_\_\_\_ to Montreal, QC as per cash receipts\* of $\_\_\_\_\_\_\_\_\_\_

(\*Original cash receipts/tickets required. Visa or Mastercard receipts will not be accepted.)

If traveling by car, please indicate kilometers traveled \_\_\_\_\_\_\_\_km

Please submit COMPLETED APPLICATION FORM & TRAVEL RECEIPTS to:

James Dugan, Treasurer, CATR/ACRT

Drama Dept., University of Calgary

Calgary, AB T2N 1N4

Phone: 403-220-6458

Fax: 403-284-0713

e-mail: jdugan@ucalgary.ca

**Completed applications must be postmarked no later than June 30, 2010.**