

CATR/ACRT

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

APPLICATION FOR TRAVEL ASSISTANCE TO ANNUAL CONFERENCE AND GENERAL MEETING University of Calgary, 2016

PLEASE NOTE THE FOLLOWING BEFORE YOU APPLY:

CATR/ACRT is able to offer assistance with travel expenses for graduate students who present their research results at the annual conference.- It is not possible to reimburse students 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 . 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 45 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 reimburse for only one return trip**.
- CATR/ACRT usually cannot reimburse full price. Reimbursement for travel in Canada is guaranteed at a minimum of 50% of claimed travel costs. Reimbursement for international travel may be lower, and will depend on amount claimed and available funds.
- Applicants are not required to submit information on any other funding.
- Late applications (postmarked after deadline) will not be considered.

Applicant Name: _____

Mailing Address: _____

Postal Code: _____

E-mail Address: _____

Position: _____

Contribution to 2016 Conference:

- Paper/Curated Panel (Title) _____
- Seminar(Title) _____
- Roundtable _____
- Other (Specify) _____

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

(If No, please include membership fee with this application. Fee is \$40 for Students)

Cost of travel from _____ to **Calgary, Alberta** 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
531 Ranch Estates PI NW
Calgary, AB T3G 1M1
FAX: 403-282-6925 E-mail: jdugan@ucalgary.ca

Completed applications must be postmarked no later than **June 30, 2016**