

# CUPFA – PROFESSIONAL DEVELOPMENT – PROPOSED BUDGET

Applicant:		Employee #:	Concordia Email
Faculty:	Department:		Date:      YYYY-MM-DD

## TRAVEL

Name of Conference or Workshop

Location

Date(s)

	<div style="display: flex; justify-content: space-between;"> <span>YYYY-MM-DD</span> <span>YYYY-MM-DD</span> </div>
--	---

### Transportation (Consult Concordia's travel policy)

Location		Description		FOR COMMITTEE USE	
Date(s)	From	To	(airfare, mileage, taxi,...)	Amount	Awarded
			TOTAL		

### Accommodations (Consult Concordia's travel policy)

Date(s)	Location(s)	Hotel Name (#Days x Amt./Day)	Amount	Awarded
			TOTAL	

### Meals (Consult Concordia's travel policy)

Date(s)	#days x amt./day – see guidelines	Amount	Awarded
		TOTAL	

TOTAL  
Travel Funds  
Requested

TOTAL  
Travel Funds  
Awarded

--	--

Grand TOTAL (all forms)

Requested

Awarded

--	--