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## Research and Study Leave Travel and Relocation Fund Policy

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<b>Policy Sponsor:</b>	Provost and Vice-President Academic
<b>Policy Contact:</b>	Manager, Research Services
<b>Policy Number:</b>	N/A
<b>Effective Date:</b>	January 30, 2017
<b>Approval Date/Motion #:</b>	January 30, 2017
<b>Approval Group:</b>	Executive Group
<b>Review Date:</b>	Annually
<b>Procedure:</b>	<a href="#">Research and Study Leave Travel and Relocation Fund Procedures</a>

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### **Purpose**

The Research and Study Leave Travel and Relocation Fund helps offset travel and relocation expenses necessarily incurred as a result of the conduct of an AUFA academic or professional staff member's approved Research and Study Leave.

### **Definitions**

<b>AUFA</b>	Athabasca University Faculty Association
<b>Academic</b>	An AUFA staff member appointed to the rank of Academic Coordinator, Assistant Professor, Associate Professor or Professor.
<b>Fiscal year</b>	April 1 <sup>st</sup> to March 31 <sup>st</sup>
<b>Professional</b>	An AUFA staff member appointed to a professional position



## **Policy Statements**

Academic and professional staff whose application for Research and Study Leave has either formally been approved or is currently under review by their respective Executive Officer are eligible to apply to the Research and Study Leave Travel and Relocation Fund.

Applications shall be accepted once a year and adjudicated by the [Research and Study Leave Travel and Relocation Fund Committee](#) in accordance with established procedures.

Awards shall be made in the fiscal year in which the applicant's Research and Study Leave commences.

Eligible expenses shall include (1) travel to locations, and for activities integral to the conduct of the applicant's Research and Study Leave and (2) relocation of the applicant's residence as a result of a Research and Study Leave.

Funds shall not be distributed to the award recipient until an expense claim, with original receipts, and any other documents specified in the award criteria, have been submitted.

Expenses that exceed the amount of the award shall be the responsibility of the applicant.

Funds not distributed by the [Research and Study Leave Travel and Relocation Fund Committee](#) by end of a fiscal year shall be carried over in the next fiscal year.

## **Applicable Legislation and Regulations**

Not applicable

## **Related References, Policies, Procedures and Forms**

[Expense Reimbursement Policy](#)  
[Research and Study Leave Travel and Relocation Fund Procedures](#)  
[Research and Study Leave Travel and Relocation Fund Application Form](#)  
[Research and Study Leave Travel and Relocation Fund \(RSLTRF\) Committee Terms of Reference](#)  
[Terms and Conditions of Agreement between Athabasca Board of Governors \(AUBG\) and Athabasca University Faculty Association \(AUFA\)](#)



## **History**

Executive Group, January 30, 2017 (approved)