

Excerpt from Policy Bylaw

4.1 Criteria for professional development funding for the ACIFA Conference:

- a) Preference will be given in the following order:
 - i. Presenters
 - ii. First-time attenders
 - iii. Membership Services Committee members
 - iv. The remaining applications, in the order in which they were received.
- b) NASA Membership Services funding is intended to assist the membership in attending the ACIFA Conference, not to reimburse entire expenses. **The Membership Services Committee strongly encourages members to use their Employee Professional Development Account (EPDA) and to seek Program Funding.** Members are required to cover all costs up front and then submit NASA's ACIFA Conference Expense Claim for reimbursement.
- c) Approval for attending the ACIFA Conference must not exceed the approved Membership Services Committee budget allocation.
 - i. Per person funding will be set annually by the Membership Services Committee to maximize NASA representation at the conference.
 - ii. Additional conditions of funding may be set annually by the Membership Services Committee or the Executive.
- d) The Membership Services Committee will consider after-the-fact applications if they are received within 30 days after the conference.
- e) Conference participants must complete the ACIFA Conference Feedback Report. Joint reports are not permitted. The funded participants will be identified in the Intercom and reports published on the NASA website.
- f) NASA's ACIFA Conference Expense Claim shall normally be submitted within 20 calendar days following the conference and must include all receipts. Reimbursement will not be processed until the ACIFA Conference Feedback Report is also received.
- g) As a recipient of ACIFA Conference funding, a member may be asked to fulfill a role on a NASA Committee.
- h) Members of the Membership Services Committee seeking funding approval shall abstain from the discussion and decision of their application.

Costs Associated with 2021 ACIFA Conference		
Park Pass	\$10.00 per day	More info at https://www.pc.gc.ca/en/pn-np/ab/banff/visit/tarifs-fees
Per Diem	\$10.00 per day	
Parking	\$29.00 per day	Self-parking
Accommodation	\$276.00 per night	Fairmont room in single occupancy is at \$262 + \$14 = \$276. Double occupancy is \$262 + \$14 + \$14 = \$290. (before taxes)
Resort Fees		No Resort fee. Service charges of \$14 per adult, per day is included in the accommodate rate.
Taxes	21%	Room taxes are currently at 11%. Tourism improvement Fee = 2%, AB Tourism Levy = 4%, GST = 5%
Travel	417.74 km	NAIT to Banff Springs



MEMBERSHIP SERVICES COMMITTEE

ACIFA 2021: APPLICATION FOR FUNDING

LOCATION: Banff Springs

DATE: Sunday, May 9 – Tuesday, May 11, 2021

Name: _____ Program/Location: _____ Phone: _____

****Please note that you are responsible for ALL costs associated with registering and attending the conference****
****Expenses will be reimbursed AFTER the conference, to the amounts approved by the MSC****

Expenses (ie. 1. Registration, 2. Accommodations, 3. Travel, 4. Other) (1) \$ _____

[Fairmont Banff Springs](#) @ \$276 + 21% taxes/night based on single occupancy (2) \$ _____

1-833-762-6866 (3) \$ _____

Original receipts are required to collect expenses. (4) \$ _____

(Other: ie. Per Diem, Park Pass, Hotel Parking)

Total amount of funding requested from NASA (**\$1,000.00 Maximum**): \$ _____

(Other Funding Sources Section must be completed)

OTHER FUNDING SOURCES	Personal Funding	\$ (_____)
	Employee Professional Development Fund	\$ (_____)
	Program/School Funding Amount	\$ (_____)
	Other Funding (e.g. Professional Assoc., CIT.)	\$ (_____)

What would be the benefit(s) of your participation at this conference? _____

Signature: _____ Date: _____

Checklist: I have completed and signed this NASA Application for Funding. (Y)

I have completed the [ONLINE ACIFA 2021 Conference Registration](#)? (Y)

I have NOT paid my (\$690) registration fee. (Y)

I have booked my [Accommodations](#). (Y)

Are you interested in Car Pooling? _____
 Are you willing to share Accommodations? _____
 If yes, please provide name(s) _____

DEADLINE: December 7, 2020 (Return completed form to: nasa@nait.ca)

OFFICE USE ONLY

Denied: _____

Approved: _____ Maximum Amount: \$ _____