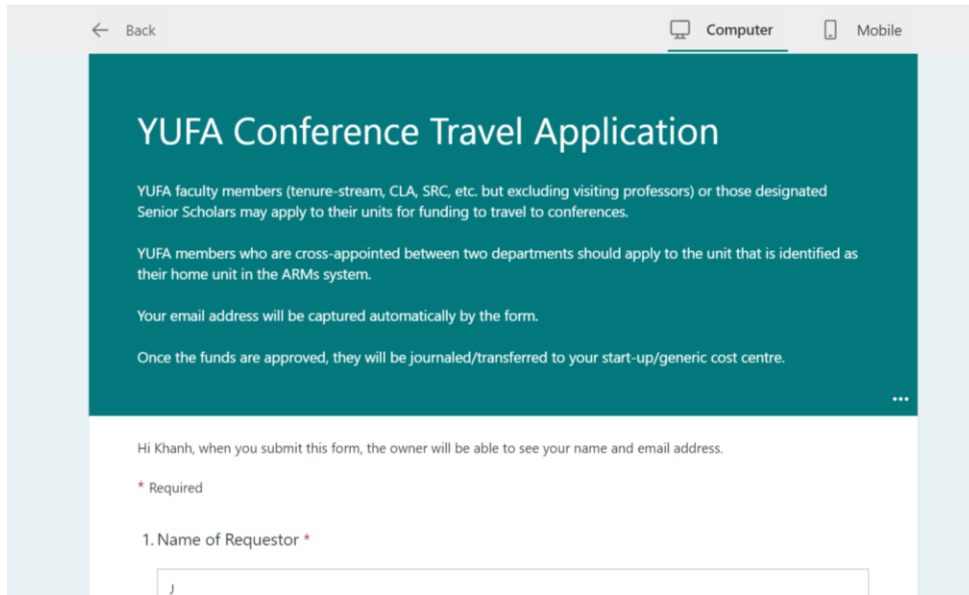

Steps on how to submit your YUFA travel conference fund request

Step1 – Use the link below for access and submit your request

[YUFA Conference Travel Application Microsoft Forms \(office.com\)](#)



The screenshot shows a Microsoft Forms application titled "YUFA Conference Travel Application". The form is displayed on a computer screen. The header is a teal banner with the title and introductory text. Below the banner, there is a white section with a greeting and a list of required fields. The first field is "1. Name of Requestor *", which is currently empty except for a small "J" character.

← Back Computer Mobile

YUFA Conference Travel Application

YUFA faculty members (tenure-stream, CLA, SRC, etc. but excluding visiting professors) or those designated Senior Scholars may apply to their units for funding to travel to conferences.

YUFA members who are cross-appointed between two departments should apply to the unit that is identified as their home unit in the ARMs system.

Your email address will be captured automatically by the form.

Once the funds are approved, they will be journaled/transferred to your start-up/generic cost centre.

Hi Khanh, when you submit this form, the owner will be able to see your name and email address.

* Required

1. Name of Requestor *

Step 2 – Complete the form and remember to provide your Generic Cost centre

Step 3 – Submit your request.

Your request will be reviewed and approved by your Department/School Administrative Coordinator and the Chair/Director.

If your request is approved, the approved funds will be deposited into your generic cost centre, NOT your PER.

If your request is declined, you will receive an email notification with comments from the person who declined it.