

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 Engagement Committee members
 - iv. The remaining applications, in the order in which they were received.
- b) NASA Membership Engagement funding is intended to assist the membership in attending the ACIFA Conference, not to reimburse entire expenses. **The Membership Engagement 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 Engagement Committee budget allocation.
 - i. Per person funding will be set annually by the Membership Engagement Committee to maximize NASA representation at the conference.
 - ii. Additional conditions of funding may be set annually by the Membership Engagement Committee or the Executive.
- d) The Membership Engagement 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 Engagement Committee seeking funding approval shall abstain from the discussion and decision of their application.

Costs Associated with 2024 ACIFA Conference		
Park Pass	\$10.50 per day	More info at https://parks.canada.ca/pn-np/ab/jasper/visit/tarifs-fees
Per Diem	\$10.00 per day	
Parking	\$45.00 per day	Valet Parking
Travel	362.04 km (one way)	NAIT Main Campus to Jasper (return) 362.04 KM X 2 = 724.08 KM X .505 cents per KM = \$366.02
Accommodation	263.00 per night plus 11.11% tax	Fairmont Jasper Park Lodge Standard Rate: \$263.00 + 11.11% Tax = \$292.22 per night Room reservation should be for three nights from: Sunday, May 12 to Tuesday, May 14, 2024 with check out for Wednesday, May 15, 2024.



MEMBERSHIP ENGAGEMENT COMMITTEE

ACIFA CONFERENCE 2024 APPLICATION FOR FUNDING

LOCATION: Jasper Park Lodge, Jasper, Alberta

DATE: Sunday, May 12 – Tuesday, May 14, 2024

Name: _____ Program/Office Bank: _____ 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 MEC****

Expenses (ie. 1. Registration **\$725.00**), 2. Accommodations, 3. Travel, 4. Other) (1) \$ _____

[ACIFA 2024 Registration and Payment | acifa](#) (2) \$ _____

When choosing form of payment, please select "**Offline Payment**" until you receive official approval from NASA. (3) \$ _____

After registering, an email will be sent with the hotel link posted at the bottom of the registration confirmation. <https://book.passkey.com/go/0524ACIFA> (Example on next page) (4) \$ _____

Original receipts are required to collect expenses.

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. Hosting Committee, Professional Assoc., CIT.)	\$ (_____)

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

Signature: _____ Date: _____

I have completed and signed this NASA Application for Funding. (please circle) (Y) (N)

I have completed the ONLINE ACIFA 2024 Conference Registration? (please circle) (Y) (N)

I have paid my **(\$725.00)** registration fee. (please circle) (Y) (N)

I have booked my Accommodations. (please circle) (Y) (N)

Are you interested in Car Pooling? If yes, as a driver or passenger? Are you willing to share Accommodations? If yes, please provide name(s)	(please circle) (Y) or (N)/(D) or (P) (please circle) (Y) or (N)
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DEADLINE: January 15, 2024 (Return forms to the [NASA Office, E230](#))

OFFICE USE ONLY

Denied: _____

Approved: _____ Maximum Amount: \$ _____



ACIFA

Order No. 11307

Placed on Dec 12,
2023

Offline Payment

No refunds will be given after April 20, 2023.

College or
Institution
Name:
NAIT
Academic
Staff
Association

Order Summary



Full Registration Package
Price: C\$725.00

Qty: 1

C\$725.00

Subtotal	C\$725.00
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Shipping	C\$0.00
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Tax	C\$0.00
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Total	C\$725.00
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Please book your hotel room by pasting the following link in your browser's address bar: <https://book.passkey.com/go/0524ACIFA>

Need assistance? Contact us.
Call us: 7804234440
Email us: admin@acifa.ca

This email was sent by ACIFA

<https://www.acifa.ca/>