




Commerce Undergraduate Society

External Conferences

Reimbursement
Policy 2019-2020



Brief Overview of CUS External Conferences' Reimbursement Policy



	Local	Domestic	United States	International
Delegate and Transportation Fees	60% of costs, to a maximum of \$120	60% of costs, to a maximum of \$520		60% of costs, to a maximum of \$820
Accommodation	None	Lesser of 60% of costs <i>or</i> \$50 per day*, to maximum of \$250		
Local Transportation	50% of costs, to a maximum of \$5	50% of costs, a maximum of \$25		
Food, Entertainment and Other	None			

*maximum number of days is conference dates + 1 or 5 days, whichever is less

Please be advised that by submitting an application for reimbursement for the attendance of an external conference through Commerce Undergraduate Society External Conferences, hereby referred to as *ExCO*, you agree and consent to these terms and conditions.

Notes:

1. "Delegate fees" may consist of, but are not limited to conference fees and any other fees associated with the conference attended.





Reimbursement Policy:

This policy is for ExCO delegates and will cover the following areas:

- 1. Purpose and Scope**
- 2. Eligibility for External Conference Subsidies**
- 3. External Conference Categories**
- 4. Pre-departure Procedures**
- 5. Subsidy Limitations**
- 6. Subsidy Estimation and Reimbursement Process**
- 7. Conference Attendance**
- 8. Post-Arrival Procedures**
- 9. Reimbursement Policy Clarifications**

1) Purpose and Scope

- a) In an effort to expand the scope of the Bachelor of Commerce program at the Sauder School of Business, the Society shall provide funding for students to travel to conferences and competitions beyond the local community.
- b) An “external conference” shall be a value-added conference, competition or event a student may attend that is not operated by the Society or by any subsidiary organization of the Alma Mater Society. Priority will be given to conferences and competitions, and the final judgement of what constitutes as a “value added external conference” will be decided by the Co-Directors.





2) Eligibility for External Conference Subsidies

- a) Any member of the Commerce Undergraduate Society shall be eligible to apply to receive an external conference subsidy.
- b) A standard application and evaluation process shall be used to evaluate applications and shall be administered by the External Conferences Co-Directors, who may also maintain such other policies and procedures as are necessary to facilitate this policy.
- c) Each delegate is committed to attend all sessions of the respective conference he/she is participating in and represent Sauder and UBC in a professional and respectful manner.
- d) If the delegate does not attend the majority of the conference in the manner as stated in Sub-Section B, then ExCO can withhold his/her reimbursement indefinitely

3) External Conference Categories

- a) All external conferences shall be grouped into the following categories based on the geographical location of the event:
 - i) *Local conferences*; Conferences held within the Lower Mainland of British Columbia. Vancouver Island and other areas outside of this region will be categorized as “domestic.”
 - ii) *Domestic conferences*; Conferences held within Canada, excluding BC’s Lower Mainland.
 - iii) *United States conferences*; Conferences held within the United States of America.
 - iv) *International conferences*; Conferences held outside of the aforementioned regions.





4) Pre-Departure Procedures

- a) Delegate is responsible for organizing and paying for their transportation to and from the external conference.
 - i) Transportation encompasses travel expenses directly to the city where the conference is held and includes airfare, ferry fees, transit and train expenses.
 - ii) Local transportation is defined as the amount of money provided for the transportation that a delegate takes when he/she is in the city where the conference is held. Modes of transportation eligible for reimbursement are limited to local public transit systems including bus, Uber (or similar services), subway and sea bus.
 - iii) If the delegate is unable to reach the conference destination with these options, the delegate must contact an ExCO committee member and make alternate reimbursement arrangements.
 - iv) Any cancelled tickets and/or travel arrangements will not be eligible for consideration.
- b) Delegates can extend their travel period to a maximum of one additional day of the conference date periods.
 - i) If you stay at your conference location for more than one additional day of your conference dates, your flight expenses will be pro-rated

Example: You purchase your flight ticket for \$500. You plan to attend a 2-day conference, but you decide to stay a total of 10 days. The calculation is as follows:

$(\$500 \text{ flight ticket} / \#10 \text{ days travel period}) = \$50/\text{travel day}.$
 $\$50/\text{travel day} * (2\text{-day conference} + 1 \text{ additional day}) = \$150 \text{ eligible flight expense}$

- c) *Prior* to departure, the following *must* be submitted to ExCO:

- i) Resume
- ii) Cover Letter
- iii) Signed Terms and Conditions Form
- iv) Application Form

- (1) Applications are accepted until 2 weeks prior to the conference start date, however, applications are approved on a rolling basis. Eligible spots may fill up prior to the 2-week deadline.





5) Subsidy Limitations

- a) Students shall be permitted to receive a *maximum* number of subsidies as defined below:
 - i) No more than one (1) local, domestic, United States, or international conference per fiscal year (April 30 is fiscal year end).
 - ii) No more than four (4) local conferences over the course of their entire membership in the Society, and a combined total of no more than three (3) domestic, United States, or international conferences over the course of their membership.
- b) Students shall receive subsidies for each conference that they attend and are approved to receive a subsidy for as follows:
 - i) Delegate fees and Transportation Allowances:
 - (1) **Local Conference**: Sixty percent (60%) of their delegate fees to a maximum of \$120. There is no transportation allowance provided for local conferences.
 - (2) **Domestic or United States Conference**: Sixty percent (60%) of their combined delegate fees and flight expenses, excluding first-class tickets, in-flight purchases, additional luggage fees or other flight expenses beyond base fare associated taxes and fees, to a maximum of \$520
 - (3) **International Conference**: Sixty percent (60%) of their combined delegate fees and flight expenses, excluding first-class tickets, in-flight purchases, additional luggage fees or other flight expenses beyond base fare associated taxes and fees, for an international conference to a maximum of \$820
 - ii) Local Transportation Allowances:
 - (1) **Local Conference**: Fifty percent (50%) of their local transportation fees for a domestic conference, to a maximum of \$5
 - (2) **Domestic, United States, and International Conference**: Fifty percent (50%) of their local transportation fees, to a maximum of \$25.
 - iii) Accommodation Allowance:
 - (1) **Local Conference**: There is no accommodation allowance for local conferences.
 - (2) **Domestic, United States and International Conference**: Sixty percent (60%) of their accommodation expenses at a hotel or other publically bookable accommodation to a maximum of \$50 per day, with the total number of nights of





accommodation being subsidized being no greater than the total number of days over which the conference spans plus one (1), or a maximum of five (5) nights, whichever is less.

iv) Food, entertainment, and other expenses

(1) No subsidy shall be provided for food, entertainment, and other expenses.

Please note that this overrides reimbursements for delegate fees, should such costs be incurred.

6) Subsidy Estimation and Reimbursement Process

- a) Included in this application submitted by students must be a list of estimates of the full cost of all expenses expected to be reimbursed by the Society.
- b) Successful applicants should consult with the External Conferences Co-Directors or their delegate prior to incurring any expenses should they have altered from the original estimates.
- c) Should aggregate expenses incurred by the applicant following initial approval be in excess of 25% higher than the estimate approved by the Society, the Society may limit total reimbursements to that individual to 25% of the initial estimate, even if the revised amount requested to be reimbursed does not exceed those limits specified in this policy.

7) Conference Attendance

- a) Each delegate is considered to have made a commitment to attend the external conference upon submission of an application.
- b) If a delegate fails to attend the conference, he/she loses the right to attend future external conferences with reimbursement through ExCO. Any reimbursement agreements made beforehand will be withheld indefinitely.





8) Post-Arrival Procedures

- a) Upon completion of an external conference, the delegate **MUST** complete the following google form: <https://forms.gle/FrvnUQBfYxUJ8tA86>. This form must be completed within 30 days of your conference end date. Upon completion, email ExCO (externalconferences@cus.ca) and state that you have completed your submission (note that failure to submit the required form and/or failure to notify ExCO within 30 days of your conference end date will result in the forfeit of your reimbursement).

The google form to be submitted requires the following:

- i) Receipts (Original and photocopy) for all expenses related to the external conference
 - (i) Flights (Transportation to the destination city/area)
 - (ii) Transportation within location expenses
 - (iii) Delegate fees (and breakdown of expenses)
 - (iv) Accommodation expenses
- ii) Relevant bank/ credit card statements must be provided to accompany each receipt
- iii) THREE photos (in .jpg) of the delegate at the conference

Please note that these photos may be shared on our social media pages for promotional purposes, unless specified otherwise.

- iv) Prepare a 200 – 250 word summary of the learning outcomes of the participated conference to the External Conference Committee.
This may be shared on our social media pages or used as marketing material for promotional purposes unless specified otherwise.

9) Reimbursement Policy Clarifications

- a) All reimbursements are in Canadian dollars and the exchange rate is determined according to the date shown on the relevant receipts. Note: We use the Bank of Canada's daily exchange rates for reference.
- b) Special requests are made on a case-by-case basis.
- c) Reimbursement Policy is subject to change without notice. Please carefully read and understand ExCO's policy before signing.

Last updated November 2019

