



External Conferences

# POLICY PACKAGE

Last Revised Aug 2021



commerce  
undergraduate  
society



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ExCo's operations are carried out according to the last revised version of the CUS Code of Procedures. Any policies outlined in this package are in addition to the Code.

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## Section 1: Our Mission

### *What is ExCo?*

- (A) External Conferences (ExCo) is a CUS service that provides partial student reimbursements for events defined as “external conferences.”
- (B) The purpose of ExCo’s operations is to help students expand the scope of their Commerce undergraduate experience.

## Section 2: Definition

### *What counts as an “external conference?”*

- (A) An “external conference” is defined as a conference, event, or meeting that is not operated, partially-funded, or organized by the Society, the Sauder School of Business, or by any subsidiary organization of the Alma Mater Society.
- (B) The following events are currently ineligible for funding from CUS ExCo. This is a non-exhaustive list and is subject to change without notice:
  - Australian Undergraduate Business Case Competition (AUBCC), University of New South Wales (UNSW) Business School
  - CBS Case Competition (Denmark)
  - CFA Research Challenge – Regional Competition
  - Champions Trophy (New Zealand)
  - UBC Sauder International Real Estate Case Competition (fka Cornell International Real Estate Case Competition (NYC))
  - GBCC Global Business Case Challenge at Ritsumeikan APU (Japan)
  - HKUST International Case Competition (HKICC), HKUST Business School, Hong Kong University of Science and Technology
  - HSBC Asia-Pacific Case Competition at HKU
  - Hult Prize
  - ICC @ Maastricht
  - Marshall International Case Competition (MICC) (Los Angeles)
  - University of Navarra International Case Competition (UNICC) (Spain)
  - UBC HRMC Case Comp – HRC West
  - L’Oréal National Case Competition



- Milgard Invitational Case Competition on Social Responsibility
- NAIOP Pacific Northwest Real Estate Challenge

### Section 3: Applicant Eligibility

*Who can use ExCo's reimbursement services?*

- (A) Any Sauder undergraduate student may apply to use ExCo's reimbursement service.
- (B) Students must not have failed to attend an ExCo-subsidized conference in the past without adequate reason, nor failed to represent Sauder or UBC in a respectful and professional manner.
- (C) Students are limited to a maximum number of reimbursements, as defined below:
  - No more than one (1) local, domestic, United States, international, or virtual conference per fiscal year.
  - No more than four (4) local conferences over the course of their Sauder undergraduate career, and a combined total of no more than three (3) domestic, United States, or international conferences over the course of their membership.

### Section 4: Expense Coverage

*How much of my expenses are covered?*

- (A) ExCo reimbursements cover a percentage of delegate fees, accommodation costs, and travel expenses. Food and entertainment expenses are not included.
  - "Delegate fees" are fees collected by the conference organizers. Should the delegate fees encompass accommodation and/or travel expenses, reimbursement will be calculated with the available information.
  - "Travel expenses" are expenses made to travel directly to the city where the conference is held and includes airfare, ferry, train, and long-distance bus travel. Local transportation is not included.



- “Accommodation costs” are the costs of staying in a hotel or another publicly booked accommodation. The total number of nights covered by ExCo are the lesser of total conference days + 1 night, or 5 nights.

(B) Reimbursement percentages vary across four different conference categories:

Local (ie. within the Lower Mainland area)

Domestic/US (ie. within Canada and the US)

International

Virtual (new!)

## 2021 – 2022 ExCo Policy

	Virtual	Local	Domestic / U.S.	International
Major Transportation & Delegate Fee	100% up to \$150	60% up to \$120	60% up to \$520	60% up to \$820
Accommodation	0%	0%	60% up to \$50 per day Maximum of 5 days will be covered (capped at \$50/night = \$250 total)	

*Image contains percentage breakdown of reimbursements across different conference categories. If this is not visible, please contact [externalconferences@cus.ca](mailto:externalconferences@cus.ca) and we will provide you with a text- or audio-based description upon request.*

- (C) Reimbursements are made in Canadian Dollars. The exchange rate is determined according to the date shown on the relevant receipts. ExCo uses Bank of Canada exchange rates if the exchange rate is not noted on the receipts.



- (D) Should a student have needs that may result in expenses not encompassed by the existing categories, the student may include a request in the pre-conference application. Special consideration reimbursements will be made at the discretion of the ExCo Chair.

## Section 5: Application Deadlines

*When should I apply?*

- (A) If your conference is in Semester 1 (Sep-Dec), applications are accepted on a first-come, first-serve basis. Applications are accepted until 2 weeks ahead of the respective conference. We recommend applying early, as clarification may be needed or reimbursement applications may reach their limit!
- If you missed the Semester 1 application period, or your application was rejected due to a Semester 1 budget shortage, you may apply for reconsideration according to the Semester 2 application deadline.
- (B) If your conference is in Semester 2 (Jan-May), we accept applications by a fixed deadline. Applications are accepted until January 21, 2022 at 11:59PM PT, and will be evaluated after this deadline.

## Section 6: Application and Reimbursement Process

*How do I apply?*

- (A) To receive reimbursement, students must:
- Apply via our pre-conference form and receive conditional acceptance,
  - Attend and pay for the respective conference, and
  - Attach the appropriate proofs of attendance and payment to the post-conference form within 30 days of the last day of the respective conference.



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- (B) Pre-conference applications are either rejected or conditionally accepted. Conditional acceptance does not guarantee a final reimbursement. ExCo reserves the right to withhold reimbursements indefinitely in any of the following cases:
- Failure to provide adequate or accurate documentation,
  - Failure to attend an external conference in majority,
  - Disrespectful or unprofessional conduct towards an ExCo representative, or
  - Disrespectful or unprofessional conduct at an external conference.
- (C) Students are responsible for organizing and incurring conference-related expenses. Students must incur costs initially and provide adequate proof of payment.
- ExCo's financial support operates strictly on a reimbursement system. ExCo reimbursements should not be treated as guaranteed subsidies or conference discounts.
- (D) Proof of payment involves receipts and matching bank statements that display the legal name of the payer and the amount.
- E-transfers will no longer be covered by ExCo's reimbursement system. Should accommodation or other costs be split between delegates, separate receipts must be submitted.
  - Payments will be made to the payer according to the name displayed on the receipt and bank statement. Should a student's parent, guardian, or other party pay for the expense, reimbursements will be issued to the payer, not the student.
- (E) Forms and further instructions can be found at [excocus.com/policy](http://excocus.com/policy).