

## POLICY XXXII - STUDENT ASSISTANCE - TRAVEL AND CONFERENCE GRANT

Travel and Conference Grants must be used for travel and/or conference/event expenditures.

### 1. Application deadlines

- 1.1 Applications must be submitted within the following timelines to be considered:
  - 1.1.1 At least seven (7) days prior to the date of the event,
  - 1.1.2 At least seven (7) business days prior to a regularly convened General Assembly meeting.
  - 1.1.3 Applications which are submitted well in advance of the event may be held back for approval to the closest Executive Council meeting to evaluate the number of people attending the same event.

### 2. Application requirements

- 2.1 Applicants must submit the following requirements:
  - 2.1.1 A completed Travel and Conference Grant application form which includes the applicants' signature to acknowledge the "Terms of Agreement",
    - 2.1.2 A letter of intent,
      - 2.1.2.1 If applying as a club, a majority of the club Executive members must have their signatures on the letter of intent,
    - 2.1.3 An itinerary of the conference or event,
    - 2.1.4 A detailed budget outlining all costs and revenues which are known and applied for, to which The Students' Union may be contributing,
    - 2.1.5 Proof of registration confirmation may be required if the application is for a conference, seminar or event,
    - 2.1.6 Proof of one of the following; travel arrangements such as receipts for vehicle rental, airfare, other transportation arrangements, or accommodation booking if applicable.

### 3. Application and Funding Limits

- 3.1 The following limits apply to Travel and Conference funding:
  - 3.1.1 An individual may be given funding to a maximum of fifteen percent (15%) of total expenses but may not exceed two hundred dollars (\$200.00).
  - 3.1.2 A club or group of students may be given funding to a maximum of twenty-five percent (25%) of the total expenses but may not exceed six hundred dollars (\$600.00).
    - 3.1.3.1 If three (3) or more individuals apply for funding to attend the same conference or event they may, at the discretion of The General Assembly, be considered a group.
    - 3.1.3 For individual, club or group travel outside of North America, the funding maximums cited in 3.1.1 and 3.1.2 may be increased by 50% to a maximum of \$300 for individuals, and to a maximum of \$900 for clubs or groups.

### 4. Frequency of Application

- 4.1 A student, club, or group may be eligible to receive a maximum of two (2) Travel and Conference Grants per academic year.

### 5. Funding Dispersal

- 5.1 All applications will receive an approval or denied confirmation e-mail from the VP Administration within 2 business days following the Executive Council meeting.

- 5.2 A cheque will be made available for approved applications at the Students' Union office within 5 business days following the Executive Council meeting.
- 5.3 Cheques will be made available upon proof of registration confirmation (if applicable).
- 5.4 The Students' Union reserves the right to withhold funding in the event that there is a substantial change in circumstances or information around which the authorizing motion was based.
- 5.5 Funds which are approved are not transferable to another project, conference, person, budget or club which was not identified in the original authorizing motion.

**6. Upon Completion**

- 6.1 Any funds which are not spent on the approved travel and conference/event expenses must be returned to The Students' Union.
- 6.2 A minimum of 200 words report about the conference or event may be requested by a Students' Union Executive or staff officer within ten (10) business days of the completion of the conference or event.
- 6.3 Should a student or group fail to submit the requested report following a conference or event, he/she shall be responsible for returning the full amount of the Travel and Conference Grant to The Students' Union.
- 6.4 Use of the Students' Union Travel and Conference grants for anything other than their approved event constitutes fraud and the Students' Union reserves the right to seek reimbursement through invoicing, fee assessment and/or civil claims.

**7. The Executive Council has the authority to approve or deny approval for any Travel and Conference Grant Application.**

- 7.1 Travel and Conference Grants which have been approved or denied by the Executive Council must be included as items for information in the following General Assembly meeting.