

## **CURAC/ARUCC CONFERENCE TRAVEL SUBSIDY POLICY 2016**

### **Background**

The following travel subsidy policy has been adopted to assist members who plan to attend an Annual Conference/AGM and who are without adequate support from their local association. Given that CURAC/ARUCC financial resources are limited, member associations are encouraged to provide support to an association **delegate** to attend a CURAC/ARUCC Annual Conferences/AGM. When a member of a local association is also a member of the national Board of Directors, the local association is encouraged to appoint the National Director as the local association delegate to CURAC/ARUCC and/or provide travel support to the National Director. Many associations already provide this type of support to minimize costs to the national organization.

The approved travel subsidy policy is as follows:

#### **1. Association Delegates**

A Member Association of CURAC/ARUCC may provide full or partial reimbursement for out of pocket travel expenses incurred by its delegate to attend an Annual Conference/AGM. If a local association is unable to provide the requested support, then CURAC may provide a modest travel subsidy, subject to the following conditions:

- 1.1 A delegate must make application on the approved form to the CURAC/ARUCC Treasurer for a travel subsidy;
- 1.2 The maximum amount of subsidy available for a delegate shall be determined annually by the Board based on the distance travelled and the total amount of funds available. This subsidy may cover only a small percentage of the total travel costs.

#### **2. Committee Chairs**

A travel subsidy may be available to a Committee Chair provided:

- 2.1 travel assistance is not available from a local association/institution;
- 2.2 the Committee Chair presents a written Committee Report for consideration at Board meetings and/or makes a Conference Presentation;
- 2.3 a travel subsidy application is made to the CURAC Treasurer on the approved form;

#### **3. Board Members**

A travel subsidy shall normally be available to a Board member whenever travel to an Annual Conference/AGM or other travel approved by the Treasurer and President results in receipted out of pocket expenses, provided:

- 3.1 a travel subsidy application on the approved form is made to the CURAC Treasurer;
- 3.2 any request is approved by the President and the Treasurer.



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### 2016 CURAC AGM Travel Subsidy Request Form

The following may apply for a partial travel subsidy (depending on available funds) to attend the 2016 CURAC AGM and Conference at the University of Saskatchewan, May 25-27, 2016: (a) A member of a CURAC affiliated local association in good standing who is appointed as the Association voting delegate at the AGM; (b) a member of the CURAC Board of Directors; and (c) a Non-Board Committee Chair. This form should normally be submitted prior to the AGM by email attachment to CURAC Treasurer Jim Boyd at [jimboyd0@gmail.com](mailto:jimboyd0@gmail.com).

Name of Member Association: \_\_\_\_\_

Indicate which category: Association Delegate: \_\_\_\_\_ Board Member: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Surname: \_\_\_\_\_ Given Name(s) \_\_\_\_\_

Address: \_\_\_\_\_

Province \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### **Estimated Travel Costs to attend Annual Conference/AGM;**

Transportation: \_\_\_\_\_

Accommodation: \_\_\_\_\_

Total non-food: \_\_\_\_\_

Subsidy from Local Association/Other: \_\_\_\_\_

Amount of out of pocket travel expenses: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **To be completed by the CURAC/ARUCC Treasurer:**

Amount of CURAC/ARUCC travel subsidy approved: \_\_\_\_\_

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date: