

External Conference Subsidy Policy

Last Updated February 27th, 2011



In an effort to expand the scope of education at the Sauder School of Business, the Commerce Undergraduate Society shall provide funding for students to travel to conferences and competitions beyond the local community. The External Conference Subsidy Policy serves these students.

1) Definitions

- a) An “external conference” shall be a conference, event, or meeting can a student can attend that is not operated by the Commerce Undergraduate Society
- b) A “delegate” shall be a student attending an external conference and who is approved by the External Conferences Committee

2) Eligibility for External Conference Subsidy

- a) Any member of the Commerce Undergraduate Society shall be eligible for an external conference subsidy
 - i) Direct entry students in Term 1 of their first year shall not be granted an external subsidy
- b) All delegates must be in good standing academically in the term prior to attending a conference
- c) In accordance with the Hiring Policy, all students shall go through a standard application process to obtain approval to attend an external conference with subsidy from the Commerce Undergraduate Society
 - i) No student not approved by the External Conference Committee shall be granted a subsidy
- d) Students shall be permitted to attend a maximum of one external conference per year and up to three external conferences over the course of their Bachelor of Commerce Degree
- e) The External Conferences Committee shall keep a record of all students who are not eligible to attend an external conference

3) Representation of the Commerce Undergraduate Society

- a) By attending an external conference, it is understood by all delegates that they are representatives of the Sauder School of Business and the University of British Columbia and shall act in a manner that is reflective of the aforementioned

- i) Notwithstanding to the Corporate Relations Policy, all delegates attending an external conference shall be act in a manner that is representative of the Commerce Undergraduate Society
- b) Representation shall be governed by the Sauder School of Business BCom Honour Code
- c) Any relations with external conference organizers shall be conducted in a professional, respectful, and ethical manner

4) Pre-Departure Procedures

- a) All delegates are responsible for organizing and paying for their transportation to and from the external conference
 - i) Once arrangements for transportation are made, they cannot be cancelled
- b) Delegates can, at their discretion, extend their travel period for personal or business around the external conference
 - i) Any expenses above and beyond what would have been subsidized as a result of attending an external conference shall not be considered for subsidy
- c) Prior to departure, the following must be submitted to the External Conferences Committee
 - i) Name
 - ii) Student number
 - iii) Email
 - iv) Telephone number
 - v) Emergency contact information (name and telephone number)
 - vi) A statement confirming that they have read and understood the External Conference Subsidy Policy
- d) Each delegate must attend a pre-departure meeting prior to leaving for an external conference
 - i) If a delegate is unable to attend the pre-departure meeting, a proxy must be sent in their place and the External Conference Committee must be notified
 - ii) Failure to attend the meeting will result in the delegate losing their right to a subsidy

5) Attendance of an External Conference

- a) Each delegate is considered to have made a commitment to attend the external conference upon submission of an application for subsidy as per Section 2C of the External Conference Subsidy Policy
- b) If a delegate fails to attend a portion or all of an external conference for any reason, the delegate will lose their right to attend an external conference in the future with a subsidy and may, at the discretion of the Coordinator of External Conferences, withhold reimbursement for any expenses incurred
- c) Upon completion of an external conference, the delegate shall submit the following to the External Conferences Committee:
 - i) Feedback on the conference
 - ii) Receipts for all expenses related to the external conference
 - iii) Three photos of the delegate at the conference

6) Reimbursement for Expenses

- a) All external conferences shall be reimbursed up to 50% up to a maximum determined by the External Conference Committee
 - i) Reimbursable costs include:
 - (1) Delegate fees
 - (2) Flights
 - (3) Ferry fares
 - (4) Bus/train fares
 - (5) Any substantial transportation or hotel costs, at the discretion of the External Conferences Committee
- b) All reimbursements shall be in accordance with the Reimbursement Policy