

FACULTY OF MATHEMATICS & SCIENCE

Internal Policy:	Conference Assistance Requests
Date of Approval:	January 15, 2013
Prepared by:	Gail Grimaldi, Faculty Budget Officer
Approved by:	S.E. Ahmed, Dean

PURPOSE

To establish an internal policy to provide conference assistance funds to BUFA members within the Faculty of Mathematics and Science, in accordance with Appendix C of the BUFA 2011-2014 Collective Agreement.

SCOPE

This policy applies to BUFA members within the Faculty of Mathematics and Science.

BACKGROUND

Conference assistance is intended to help defray costs associated with personally presenting a peer-reviewed paper or poster session at a recognized academic or professional conference. The policy establishes procedures by which this assistance can be delivered.

POLICY

1. Conference assistance is limited to \$600 per fiscal year (May 1 to Apr 30) per qualifying BUFA member.
2. Conference assistance can be applied to costs which comply with University policies for conference registration, return economy air fare, train fare or mileage, ground transportation, hotel accommodation and meals.
3. BUFA members should submit an on-line Conference Assistance application to the Dean of the Faculty of Mathematics and Science at least two weeks prior to the proposed travel date. The application form is located at <http://www.brocku.ca/mathematics-science/faculty-staff/internal-policies-procedures/conference-assistance>.

4. The Faculty Budget Officer will e-mail notification to the applicant as to whether their application has been approved. ***Approval for assistance must be obtained prior to the conference.***
5. The amount authorized for conference assistance should be allocated directly against expenses being claimed for the conference on the Travel and Expense report. Please contact the Budget Officer for the account number.
6. The Travel and Expense report with original receipts should be approved at the Departmental/Centre level and then forwarded to the Dean's office for approval.