

## FACULTY OF SOCIAL SCIENCES

<b>Internal Practice:</b>	Conference Assistance
<b>Responsibility:</b>	Dean of Social Science
<b>Approval:</b>	Thomas Dunk
<b>Approval Date:</b>	May 30, 2012
<b>Next Review:</b>	Jul 1, 2014
<b>Amendment Date(s):</b>	
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### **PURPOSE**

Establish an internal practice to provide Conference assistance funds to BUFA members within the Faculty of Social Science in compliance with Appendix C, BUFA 2011-2014 Collective Agreement.

### **SCOPE**

This practice applies to BUFA members within the Faculty of Social Sciences.

### **BACKGROUND**

It is the intention of the Faculty of Social Sciences, to establish a Conference Assistance practice and outline criteria for BUFA members who are eligible for assistance. Conference assistance is intended to help defray part of the travel costs associated with presenting a refereed paper or abstract at a recognized conference or meeting.

### **PRACTICE**

1. Conference assistance is limited to \$600 per budget year (May 1 to Apr 30) per qualifying BUFA member.
2. Conference assistance can be applied against conference registration, return economy air fare, train fare or mileage (at Brock University rate), ground transportation, hotel accommodation and meals (receipts required).

3. Faculty members should submit an on-line Conference Assistance application, to the Dean of Social Sciences at least two weeks prior to the proposed travel date.
4. The Conference Assistance on-line form can be accessed through Brock University web page as follows: Faculty of Social Sciences \ Faculty and Staff Resources \ Financial Information and Forms \ Conference Assistance Application Form or the direct link [http://www.brocku.ca/webfm\\_send/22102](http://www.brocku.ca/webfm_send/22102).
5. When a conference assistance on-line form has been submitted, the Faculty Budget Officer will notify the applicant by email, as to whether their application has been approved by the Dean of Social Sciences.
6. Travel and Expense reports should be charged in their entirety to the account holders account, e.g. Professional Development, Start-up, Research account.
7. Travel and Expense reports and original receipts should be approved at the Departmental/Centre level and forwarded directly to Finance, sending a copy of the detailed travel expense report (with receipts) to the Faculty Budget Officer.
8. Finance will process the applicants Travel and Expense report and the transaction will be posted to the account holder's account.
9. The Faculty Budget Officer will then prepare a transfer of funds for the approved amount of conference assistance to the account holder's account.