
ISC/SCI Policy on Executive Travel

Date approved by the executive committee of ISC/SCI: May 9, 2020

This policy will guide the reimbursement available to executive committee members travelling to an executive committee meeting.

It was created by the Ad Hoc Committee for Development of Policies and Procedures for Executive Committee Travel and was composed of Mary Newberry and Sergey Lobachev.

This policy addresses administration of ISC/SCI by the executive committee members.

Policies

The subsidy is available annually to each executive member on an as needed basis, recognizing that the mandate of the fund is to

- facilitate annual face-to-face meetings of all executive members, usually at the time and location of the annual conference
- assist those executive members whose budget for travel is limited (this recognizes the instability of our industry, indexers at various points in careers, multiple responsibilities, various temporary cash flow issues, etc.)

The amount of the subsidy granted will be based on

- travel expenses only
- budget submitted with application, supplying method and approximate cost of travel (the most economical, within reason)
- up to 100% of amount requested (this can be up to 100% of travel costs)
- amount available in budget, with priority given to those who have not attended a meeting previously

A lesser amount will be offered if the full amount is not available in the budget

Amount to budget annually: \$2000

- This amount is enough to give substantial subsidy to two executive members.
- It will be understood that this amount may not be used each year, but members will be encouraged to apply for it to facilitate attendance at a meeting
- May consider reducing this amount for alternate years when the conference is held centrally and increasing it for years when it is held outside central Canada.

Application process

The standard application form is available in an executive committee folder.

Administration

- These funds are only accessible only by the executive committee members.
- The funds can be used only for the executive meeting coinciding with the AGM.
- Applications will be accepted by the Executive Travel Committee Jan 1 to March 1 each year (this assumes the AGM will be held late May to early June).

- Executive Travel Committee to be made up of three Society members, not executive members, but with at least one who has served on the executive in the past.

Application form

- Date and place of meeting and place of residence
- Proposed travel dates
- Cost and method of travel (estimate supported by evidence, with explanation as to why travel method was chosen, for example: cheapest; disabilities demand specific type of travel; only available method)
- Amount requested
- Dates of last two executive meetings attended in-person, if any

Criteria

- Distance in time from previous in-person meeting attended, with priority given to those who have never attended a meeting in person

Amount awarded

- Full eligible amount (travel expenses only eligible)
- Priority 1: Amount to be divided proportionally among eligible applicants who have never attended an in-person meeting
- Priority 2: If there is money in the budget remaining after Priority 1 is granted, then remaining amount to be divided proportionally among remaining eligible applicants

Examples:

A: The budget is \$2000 and the applicants are the following:

1. Applicant 1 - Never attended an executive meeting in person, Northern BC, air and bus, application amount \$2000
2. Applicant 2 - Attended a meeting the previous year, PEI, air, application amount \$500
3. Applicant 3 - Attended a meeting the 2 previous years, Southern Sask, bus, amount \$250

In this example, Applicant 1 would be granted the full \$2000.

B: The budget is \$2000 and the applicants are the following:

1. Applicant 1 - Never attended an executive meeting in person, Northern BC, air and bus, application amount \$2000
2. Applicant 2 - Never attended an executive meeting in person, PEI, air, application amount \$500
3. Applicant 3 - Never attended an executive meeting in person, Southern Sask, bus, amount \$250

In this example, each applicant is equal under priority 1, and so will receive proportionate amounts. The budget is 72.7% of the total applied for (\$2750). This means each applicant will receive 72.7% of amount applied for.

- Applicant 1 - 72.7% of \$2000 = \$1454
- Applicant 2 - 72.7% of \$500 = \$363.50
- Applicant 3 - 72.7% of \$250 = \$182

Total granted: \$1999.50

Some Explanations

It was decided that determining priority by those travelling the furthest distance was too complicated and not necessarily relevant—there are many factors going into the cost of travel, distance being only one factor.

It was decided that the addition of multiple priorities threatened to make the decision-making process too complex and subjective. Executive members will be encouraged to apply but to restrict their applications to the minimum

Policy Renewal

Policies, budgeted amount and priorities to be reviewed each year.