

## **SSC Policy for Travel Related to Society Business**

(updated and approved 2023.12.20)

The Statistical Society of Canada supports travel related to the conduct of SSC business. This is distinct from travel grants which are covered in [SSC Policy for Travel Support for the Annual Meeting](#). Due to limited Society funds, individuals attending SSC meetings who are eligible to make expense claims should seek alternative and/or supplementary means of support. For example, an SSC business trip can often be combined with other travel for which an individual can get support from his/her own institution. Only the expenses that are NOT covered by a traveller's own institution are considered eligible for an SSC claim.

### **1) Who can claim**

- Members of the Executive may claim travel to any Executive or Board meeting. Members of the Board may claim travel to any Board meeting.
- The Electronic Services Manager and Executive Director may claim travel to any Executive or Board meeting.
- SSC staff may claim travel to any Executive or Board meeting at which they will be working.
- Chairs of Standing committees and the editor of Liaison may claim travel to any Board meeting.
- Chairs of Continuing and Ad-hoc committees may claim travel to any Board or Executive meeting to which they have been asked by the SSC Executive to submit a report in person.
- The President, President-elect, Past President and Executive Director may claim travel to JSM/COPSS meetings.
- Those planning travel not listed above must seek prior approval from two of the SSC signing officers (SSC President, Treasurer and Executive Secretary).

### **2) Budget for travel**

- Travel costs should be included as line items in the budget of certain committees and any Section, for example, travel for the editor of Liaison, chairs of the Accreditation, Accreditation Appeals, and Accreditation Services Committees or presidents of the Sections. The SSC Treasurer will inform the relevant chairs and/or Treasurers of the necessity of including travel costs in their budgets.
- Travel costs for Executive and Board members, appointed Officers, committee chairs, and SSC staff should be included in the line item for Board and Executive travel.

### **3) Procedure for making a travel claim**

- All travel claims must be made with receipts using the SSC Travel Claim Form.
- Anyone planning to make a travel claim which has not been specifically included as a line item in an approved budget, or otherwise approved by the Board, must inform the SSC Treasurer at least one month before the date of the meeting for which the travel is to be claimed and include a breakdown of the proposed expenses. Within two weeks of receiving the proposed travel claim, the Treasurer will inform the member whether the proposed claim is acceptable, i.e., the member is eligible (Section 1) and the proposed

expenses are reasonable (Section 4).

- Completed travel claims must be made within one month after the date of the meeting for which the travel claim is made.
- Travel claims by one of the SSC signing officers will be adjudicated by the other two signing officers.

#### **4) Limits of travel claims**

- Air travel must normally be economy fare. Rail or car fare, or car rental, may not exceed the cost of economy air fare. The current rate (per kilometre) for use of a personal car is given on the SSC Travel Claim Form.
- SSC members who are affiliated with universities that belong to the Canadian Association of University Business Offices (CAUBO) are encouraged to use the preferential hotel rates negotiated by CAUBO and published on its website (<https://www.caubo.ca/discover-caubo/member-discounts/> ). The SSC will cover the cost of accommodations up to the maximum of the limits used by the Government of Canada (<https://rehelv-acrd.tpsgc-pwgsc.gc.ca/preface-eng.aspx#allcityratelimits> ) and the CAUBO hotel limits. If the actual cost of the selected accommodations is less than the above city limit, the SSC will reimburse the actual cost.
- Limits for meals and incidental expenses are given on the *SSC Travel Claim Form*; costs associated with meals provided with committee meetings are not claimable.
- Any proposed expenditure beyond those given in this section, or for items not mentioned in this section, must receive prior approval from two of the three SSC signing officers.

#### **5) Travel advances**

- Any SSC member who will be making a travel claim may obtain a travel advance for the air or train fare of their travel by submitting a copy of the booking confirmation and receipt to the SSC Treasurer.
- SSC staff may book their air or train travel using the SSC credit card.

#### **6) Processing travel claims**

Payments are normally issued by SSC within one month of receipt of travel claims or within one month of approved travel advances.