

SSC Policy for Travel Support for the Annual Meeting

(updated and approved 2023.12.20)

Travel for SSC business is covered by the [SSC Policy for Travel Related to Society Business](#).

This document covers travel by individuals who have been awarded travel grants associated with the annual meeting. The following five rules apply to travel expenses for invited speakers and award winners. Note that, when possible, funding from an employer or supervisor is preferred.

1. Anyone who has a grant from the tri-council of Canada (NSERC, SSHRC and CIHR) is not eligible for travel support from the SSC.
2. Speakers of plenary sessions or award talks (SSC Presidential Invited, Gold Medal, CRM-SSC Prize, Pierre Robillard, Distinguished Service Award, Award for Impact of Applied and Collaborative Work, SSC Distinguished Educator Award, Lise Manchester Award, CJS Award, SSC Early Career Educator Award, New Investigator Presentation Award and Honorary Member) are eligible to receive support from the SSC for attending the annual meeting. The amount of support offered will depend on the award or plenary session and will be clearly identified in the invitation letter. Note that these speakers are encouraged to use non-SSC funds (for instance, from an employer) if possible.
3. Speakers of invited sessions sponsored by SSC Sections or Committees may receive partial support from the SSC to cover registration, airfare or hotel. These funds are from the SSC and not the Section budgets. Additional funding MAY be available from Section or Committee budgets but is at the discretion of the Section Executive or the Committee Chair. There is a limit on the total amount per invited session. Consult the Program Chair for the current limit.
4. Session chairs and session organizers are not eligible to receive travel support from the SSC unless they are also eligible invited speakers.
5. Speakers of contributed sessions are not eligible to receive support from the SSC.

The [Student Travel Grants Committee](#) is responsible for travel grants awarded to students to attend the annual conference. The Committee makes final decisions by March 31st of the meeting year. This grant is to be used towards travel costs to the conference up to the maximum specified and is used to cover costs of conference attendance for students.

Guidelines for eligible travel expenses

For individuals awarded a travel grant with a limit, the SSC will only reimburse expenses up to that limit or to the actual costs, whichever is less. Itemized receipts are required for

reimbursement.

For award winners where a limit is not explicit, the following rules will be applied:

- The current per diem is available in the Travel Claim Form. Note that costs for meals provided by the conference, meeting, or hotel are not claimable.
- Mode of transportation should be the most economical possible but within reason.

Additionally:

- If by air, the fare must be an economy ticket from the traveler's home city to the conference city and back.
- If the traveler wishes to add legs to the flight, they are responsible to provide the cost estimate for a direct flight and to cover any additional costs themselves; the quote must be dated from the time the fare is booked. The SSC will cover only the cost of the direct flight.
- The cost of checking luggage and travel insurance will be reimbursed.
- No reimbursements may be claimed for tickets purchased with frequent flier points.
- Car travel (with own car or rental) is allowed if it is the most economical. If it is not the most economical, reimbursement will cover only up to the most economical cost. It is up to the traveler to verify what is the most economical.
- 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.
- The standard for accommodation is a single room.
- If the selected accommodations are less than the city limit, the SSC will reimburse the lower of the two.
- Under normal circumstances, for the SSC annual meeting, the length of stay should be up to four (4) nights consisting of Sunday to Wednesday. Any reimbursement for longer stays, such as for attending workshops or Board meetings, must be approved ahead of time.
- Any other additional expenses (e.g., wifi on flights, cell phone charges, etc.) may be considered on a case-by-case basis but approval MUST be obtained in advance.

Note that reimbursement must be done through the SSC Travel Claim process and all itemized receipts must be submitted with the claim.