

USFA Conference/Workshop/Meeting Attendance Policy

This policy has been drafted to address issues related to the USFA reimbursing conference attendance. It incorporates the motion adopted by the Executive in 2015 to require a written report be submitted to the Executive from anyone funded by the USFA to attend a conference, workshop or external meeting. It also incorporates the existing policies related to reimbursement but will replace the Policy for Association Spending on Conferences.

Purpose

1.0 The USFA acknowledges an ongoing commitment to training and development to assist the Executive, FARs, members of USFA committees, and USFA representatives to fulfill their duties and responsibilities. The USFA further acknowledges the importance of active participation in national and regional university academic union associations and regional labour organizations and thus will ensure that annual budget allocations are made for these purposes.

Approval Process

2.0 Requests for reimbursement of costs associated with conference/workshop/meeting attendance must be submitted to the Executive Committee for approval. The agenda or description of the purpose of the conference/workshop/meeting must accompany the request for approval.

3.0 In considering a request for reimbursement, the Executive Committee shall consider:

3.1 Relevance to the mandate and activities of the USFA;

3.2 The anticipated cost to the USFA of the request for reimbursement given the budget allocation for these activities and the actual and anticipated expenditures on these activities;

3.3 Equity among members and staff requesting USFA reimbursement;

3.4 Capacity-building and succession planning;

3.5 The member's participation in USFA activities;

3.6 The need for the USFA to send a representative to the conference/workshop/meeting

4.0 To alleviate the need for the Executive Committee to authorize attendance each time, to ensure that budget planning considers the cost of sending representatives to these events, and to allow the USFA to take advantage of discounts in the event the Executive Committee cannot meet to approve attendance in advance of early registration discounts, it shall be a policy of the Executive Committee that the USFA shall be represented at the following conferences, workshops or meetings by the person(s) indicated:

4.1 CAUT President's Forum – The President or delegate

4.2 CAUT Council – The USFA CAUT Delegate

4.3 CAUT Forum for Senior Grievance Officer – The Senior Grievance Officer or delegate

4.4 CAUT Forum for Chief Negotiators – The Chief Negotiator or delegate

4.5 CAUT Defence Fund Meetings – The USFA Defence Fund Trustees

4.6 Saskatchewan Federation of Labour meetings – The USFA Representatives to SFL

4.7 Canadian Organization of Faculty Association Staff Annual Conference – Any staff person

4.8 Shareholder Association for Research and Education (SHARE) Training – USFA Pension Delegates

USFA Conference Fund

5.0 The Executive Committee shall allocate no less than 20% of the funds budgeted for reimbursing member attendance at conference/workshop/meeting to USFA Conference Fund.

5.1 All members of the USFA will be invited to submit an application to the Executive Committee for reimbursement of attendance at a conference/workshop/meeting related to the USFA including, but not limited to, labour relations, academic freedom, employment equity, and workplace health and safety.

5.2 Requests for applications to the USFA Conference Fund will be sent to members at the beginning of the Fall, Winter, and Spring semesters by the Executive Committee.

5.3 Criteria for approval of requests will include:

5.3.1 Relevance to the mandate and activities of the USFA;

5.3.2 The anticipated cost to the USFA of the request for reimbursement given the budget allocation for these activities and the actual and anticipated expenditures on these activities;

5.3.3 Equity among members requesting USFA reimbursement;

5.3.4 Capacity-building and succession planning;

5.3.5 The applicant's participation in USFA activities;

Reporting

6.0 Within 30 days of returning from a conference/workshop/meeting where that has been approved for reimbursement by the USFA, the member or staff person must submit a written report to the Executive Committee summarizing the event and highlighting the benefits gained to the member and the USFA from attendance.

Process for Reimbursement

7.0 Reimbursement will occur in accordance with the Guidelines for the Expenditure of Association Funds.

8.0 Receipts must be submitted within 90 days of the expense being incurred.

9.0 The Executive Committee may request that a member or staff person reimburse the USFA for any expenditures arising from approved conference/workshop/meeting attendance that the member or staff person does not attend.

10.0 The USFA can directly pay for registration, accommodation and travel costs associated with approved attendance at a conference/workshop/meeting.

11.0 This Policy replaces the Policy for Association Spending on Conferences approved by the Executive Committee on October 28, 2011.