

## **Policy on Canadian Society of Zoologists Funding of Travel Expenses**

*Approved by CSZ Council, December 5, 1998*

*Amended June 4, 2008*

*Wording revisions May 21, 2009*

### ***Student Councilors***

Reimbursement of expenses approved for two Student Councilors and Student Councilor-elect to the May meeting, for the following items:

- transportation by commercial carrier (economy air/train/bus/cab fare, transfers and parking) (original receipts and any boarding passes are required) or personal automobile at \$0.25/km (no receipts needed) .
- accommodation at dormitory rates (maximum of meeting length + 1 night) (receipts required).
- meals: *per diem* rate of \$15 (no receipts required)
- meeting registration fees (receipts required).

### ***President, Secretary, Treasurer, Bulletin Editor***

Reimbursement of expenses approved for President, President-elect, Secretary, Secretary-elect, Treasurer, Treasurer-elect, and one Bulletin Editor to the May meeting, for the following items:

- transportation by commercial carrier (economy air/train/bus/cab fare, transfers and parking) (original receipts and any boarding passes are required) or personal automobile at \$0.25/km (no receipts needed) .
- accommodation at dormitory rates (maximum of meeting length + 1 night) (receipts required).

### ***Fry Medalist***

The Fry medalist will be reimbursed for all expenses associated with coming to the meeting. The medalist is responsible for making their own meeting registration, travel, accommodation, meal arrangements etc. Receipts should be submitted them to the Treasurer after the meeting (for meals, either save receipts and claim all or else claim a \$15 per diem without receipts) (if driving, either claim actual costs, with receipts, or \$0.25/km without receipts.)

### **Treasurer's Notes:**

1. Claims should be submitted to the Treasurer in writing, with original receipts attached, promptly after the meeting.
2. Given that travel reimbursements are one of the largest expenses for the Society, any savings that can be generated would be most welcome. So, if you choose to travel by one means of transportation when another would be less expensive, consider claiming reimbursement at the less expensive rate (e.g. long journeys by vehicle may make it cheaper to fly. If you still choose

to drive, consider claiming what airfare would have cost). Consider charging all or part of your expenses to a research grant if possible and appropriate (e.g. you would have come to the meeting anyway to present a paper).