



Policy on Conference/Travel Funding

I GENERAL

It is the policy of the Association of Canadian Map Libraries and Archives (ACMLA) to help members of the Association to attend and participate in ACMLA meetings and conferences. It is understood that this assistance is dependent on the availability of funds and may not be offered every year. This policy also applies to ACMLA members who must travel in order to attend ACMLA committee meetings and to ACMLA members who, with Board approval, must travel in order to represent the Association at meetings, study sessions, or conferences sponsored or arranged by other organizations.

In all instances members are encouraged to obtain travel support from funding sources such as employers, hosts, and granting agencies. Where such support is not available, the ACMLA may provide assistance within policy and budgetary limitations.

II ACMLA ANNUAL CONFERENCE AND ANNUAL GENERAL MEETING (AGM)

To assist in achieving and maintaining a diverse and inclusive conference make-up, the ACMLA makes every possible effort to offset partial expenses of eligible participants within policy and budgetary limitations. The amount of conference/travel assistance available will be proposed by the Treasurer when drafting the budget for the year. Amounts disbursed will normally be sufficient to meet no more than a portion of the transportation, registration, or subsistence expenses of those members of the Association who require financial assistance to attend the Annual Conference/AGM.

1. Members must submit requests for travel funding to the Association Past President in advance of the Annual Conference/AGM. It is the responsibility of the Past President to co-ordinate the adjudication of the merits of each claim based on the criteria outlined in this policy document.
2. Requests for transportation and other assistance must be submitted to the Past President no later than the deadline published in the ACMLA website and as recorded on the Travel Assistance request form. Normally this form is posted to the Association's website and inserted in an issue of the *ACMLA Bulletin* prior to the conference. Alternatively, members may contact the Past President for a copy.
3. All claimed expenses must be receipted. Receipts should be sent to the ACMLA Treasurer no later than forty-five (45) days after the end of the Annual Conference/AGM.
4. Consideration for funding will be given to members' transportation expenses, conference registration costs, meals, and/or accommodations costs. Eligible costs include:
 - a) Air transportation: lowest available air fare and ground transportation costs to and from the airport. Travel should be planned to take advantage of "seat sales" (or equivalent rates) whenever possible.
 - b) Surface transportation: authorized kilometre rate is that specified in the federal government's current travel schedule published in the [National Joint Council's Travel Directive](#), Appendix B; this rate is normally recorded on the Travel Assistance request form. The cost of surface travel must not exceed the lowest possible air fare. Taxi fares are not eligible if less expensive ground transportation is available.
 - c) Accommodation: members may claim reasonable expenses for economical accommodation during the conference.
 - d) Meals (including taxes and gratuities): the per diem rate published in the [National Joint Council's Travel Directive](#), Appendix C. *Meals that are catered in are not applied against the per diem rate.*
 - e) Registration fees for the ACMLA Annual Conference/AGM

5. The ACMLA's Past President reviews all requests for conference/travel assistance as quickly as possible after the application deadline. The committee forwards its recommendations to the Board of Directors for final approval. The Treasurer, who is an ex-officio member of the committee, provides the communication link between the Board and the Committee; to expedite the settlement of travel claims, the Board may empower the treasurer to make final decisions regarding settlements. The decisions of the Board regarding disbursement of funds from the Travel Assistance allotment are final.
6. Since the demand for assistance often exceeds the amount of the budgeted allotment for conference/travel assistance, applicants may receive only a percentage of their request. The percentage that is applied to each request is determined in large part by the extent to which the applicant is involved in the conference; thus the committee uses a sliding-scale approach to funding based upon the three categories of involvement and membership listed below. The percentages are based upon a consideration of the total number of applicants, the total funding requested, and the total funding available.
 - a) Requests from the Annual Conference/AGM speakers, moderators, chairpersons, and others (all of who must be members of ACMLA in good-standing) who will be contributing or are contributing directly to the Annual Conference/AGM program are considered first. The editor of the ACMLA Bulletin is included in category a).
 - b) Requests from ACMLA members--including students, who will receive special consideration--who are in good-standing but who are not taking an active part in the Annual Conference/AGM (i.e., they will not be contributing or are not contributing directly to the Annual Conference/AGM program) are considered after disbursements to those in category a) above.
 - c) Requests from non-ACMLA members are not considered unless they will be contributing or are contributing directly to the Annual Conference/AGM program. Such disbursements must first be approved by the Board of Directors.
7. Board members will receive full reimbursement for their transportation and subsistence costs provided that these members first seek outside sources of financial support. Conference travel for Board members is funded out of the Association's general operating account rather than the budgeted conference/travel allotment unless there are funds still available after the needs of members other than Board members have been met.
8. Requests for funding assistance that are received after the deadline, including those received during or after the Annual Conference/AGM, will be considered if and only if there are funds remaining after the committee has dealt with the advance submissions.

III BOARD OF DIRECTORS MEETINGS

The Board normally meets two times a year. One or both of these meetings are held in conjunction with the Annual Conference/AGM. Board members who must travel to attend Board meetings will be fully funded. All claimed expenses must be receipted; receipts should be sent to the treasurer as soon after the meeting as possible.

- A. Board meetings held in conjunction with the Annual Conference/AGM
 1. Funding for travel by Board members to attend the Annual Conference/AGM is covered by section II.8.
 2. For Board meetings held on days immediately before or after the AGM, Board members may claim daily expenses using the per diem amounts specified in section II.5.
- B. Board meetings held at other times
 1. Board members may claim expenses using the per diem amounts specified in section II.5.
 2. A maximum of two nights' accommodation is allowable for meetings held independently of the AGM if a member must arrive the evening prior the Board meeting in order to make the morning start time.
 3. Whenever necessary the host of the Board meeting will arrange for economical local accommodation in advance of the meeting.

IV ACMLA COMMITTEE MEETINGS AND NON-ACMLA MEETINGS

Members of ACMLA committees/subcommittees may need to meet in order to conduct their business more effectively; such meetings may necessitate travel. Similarly, ACMLA liaison representatives or delegates may be required to travel in order to represent the Association at meetings, workshops, or conferences sponsored by other organizations. These travel expenses are funded out of the Association's general operating account.

A. ACMLA committee meetings

1. It is the responsibility of committee chairs to make every reasonable effort to submit timely budget requests--even if these are only estimates--to the Board member to whom they report, at least four (4) weeks before the next AGM; it is expected that the travel will not take place until the coming budget year. The Board recognizes however that the need to travel cannot always be anticipated and that the Association must be flexible enough to accommodate travel funding requests that arise unexpectedly during the budget year.
2. Committee chairs must determine the total of costs for transportation, meals, and accommodation using the guidelines and rates specified in section II above.
3. The Treasurer includes the committee's request as a line item in his/her proposed budget for the coming year; this budget line item requires the approval of the Association's members. Members may decide to deny the travel request or to fund the travel in whole or in part.
4. All claimed expenses must be receipted. Receipts should be submitted to the treasurer as soon as possible after the travel is completed.

B. Non-ACMLA meetings

1. It is the responsibility of ACMLA representatives and delegates to make every reasonable effort to submit timely budget requests--even if these are only estimates--to the president at least four (4) weeks before the next AGM. Representatives are strongly encouraged to seek travel funding from employers, conference hosts, and other appropriate sources of funding before submitting a request to the president.
2. Representatives/delegates must determine the total of costs for transportation, meals, and accommodation using the guidelines and rates specified in section II above.
3. The Treasurer includes the representative's request as a line item in her/his proposed budget for the coming year; this budget line item requires the approval of the Association's members. Members may decide to deny the travel request or to fund the travel in whole or in part.
4. All claimed expenses must be receipted. Receipts should be submitted to the treasurer as soon as possible after the travel is completed.

AUTHORITY

This revised travel policy was approved by the ACMLA Board of Directors April 27, 2017.