

Reimbursement Policy for Attendance at National Meetings

CBA Saskatchewan has set aside a limited amount of funds to financially assist Members not already provided for under the Branch Policy Manual attend National meetings including:

- Sections/Conferences;
- Standing Committees;
- Mid-Winter Meeting of Council (MWM); and the
- Canadian Legal Conference (CLC).

As a rule, National Office picks up the cost of airfare and one meal for one Branch Section/Conference Chair to attend a Section/Conference meeting, and occasionally, it is able to cover the cost of hotel accommodation as well. In the case of Section/Conference funding, Branch monies are intended to provide assistance with the cost of accommodation, cabs and extra meals, or to assist a second person's attendance if there is interest. No funding is available to cover registration fees for PD conferences/sessions held in conjunction with the business meetings.

At this time no funding is available from National Office for members on Standing Committees to attend meetings held in conjunction with the MWM or the CLC, nor for Elected Members of Council to attend the MWM or CLC. The funds budgeted by the Branch are also intended to assist these people as the need arises.

Determination of funding will be at the sole discretion of the Executive Committee based on the following:

1. The following members are qualified to apply for funding to attend National meetings provided they have a reason to attend:
 - Executive Committee members;
 - Branch Section/Conference Chairs or Executive Committee members;
 - Executive members of National Sections where the Branch does not have a Section;
 - Standing Committee members;
 - Elected Members of Council (voting members only).
2. A written application for funding must be made in advance of expenses being incurred. Applications must include the meeting, the reason for attending the meeting, the involvement of the person applying for the funding, and the benefit (of that person's attendance) to the Branch. Approval will be based on the involvement of the member and the amount of funding available at the time of the request.
3. Reimbursement of the following expenses will be considered:
 - airfare based on economy fare;
 - accommodation at conference (or otherwise reasonable) rate;

- meals/incidentals not included in meeting as set out in Appendix “A” attached;
 - parking, or ground transportation to and from the airports; cab fares as necessary ;
 - telephone charges related to Branch/National business.
4. If available, Section/Conference monies should be utilized prior to accessing Branch funds. A motion in the Section/Conference minutes is required in order to reimburse expenses from Section/Conference funds.
 5. Vehicle travel is reimbursed at the current PSC rate, to a maximum of the least expensive reasonably available advance booking air fare (economy class).
 6. All requests for reimbursement shall be submitted promptly, contain a breakdown of all expenses (accompanied by receipts) and be signed and dated. Details of any expenses for which receipts are not available must be provided. Requests for reimbursement must be submitted no later than three (3) months after the expense is incurred, or one (1) month following the end of the fiscal year (August 31st) of the Branch, whichever is earlier.
 7. The Executive Committee may make exceptions to these policies when it is considered in the best interests of the Branch to do so.

Appendix “A”

1. Per diem expenses can be claimed up to the maximum of the following:
 - Meals not included in program (receipts required):
 - Breakfast (\$20)
 - Lunch (\$20)
 - Dinner (\$40)