

## **Speech and Hearing BC Policy Statement & Procedures**

### **III.8**

#### **AREA: Operations**

#### **SUBJECT: Travel to Provincial Council Meetings by Council Members**

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**POLICY:** Provincial Council (PC) members may be required to travel from time to time.

#### **PROCEDURE:**

- Travel required by PC members may be required, but will be kept to a minimum, periodically throughout the year as deemed necessary by the President.
- The President will determine who will attend, and where in person meetings that require travel will be held.
- The President will then instruct the Operations Manager to coordinate travel arrangements for each PC committee member that requires it.
- Each PC member may arrange their own travel arrangements and submit the expenses to the Speech and Hearing BC office as noted in the Policies and Procedures titled Finance-PC and Committee Expense Claim Form and Finance-PC and Committee Expense Claim Form Guidelines.
- The Operations Manager will be responsible for submitting the annual budget for travel to the Treasurer.