

Speech and Hearing BC Policy Statement & Procedures

V.19.A

AREA: Finance

SUBJECT: SAC Conference Expenses for Speech and Hearing BC President

POLICY:

The Speech and Hearing BC President will be reimbursed for registration, lodging, meals and travel expenses in order to attend the bi-annual SAC conference.

PROCEDURE:

1. The Speech and Hearing BC President (or a Provincial Council member appointed by the President) is encouraged to attend the SAC conference as a representative of Speech and Hearing BC. The President may have the Speech and Hearing BC office arrange travel and lodging or may do so themselves and submit an expense claim form following travel.
2. Travel will be economy, not first or business class. Lodging will be kept to conference hotels and must not exceed reasonable amounts. Meals must not exceed a reasonable amount per day based on location.
3. If the Speech and Hearing BC President arranges their own travel, reimbursement of expenses may only be claimed following the conference.