



The Dalhousie Association of Graduate Students

Grad House, 1252 LeMarchant Street
Halifax, Nova Scotia, B3H 3P7

Board Regulation Conference Travel & Reimbursement

Adopted (Board): February 1st, 2012

1. Approving Conference Travel
 - a. For any conference, retreat, or meeting requiring travel that will be attended by a Board Member for DAGS business, the Board shall approve the travel in general.
 - b. When formal Board approval is not possible before booking is required, the Board will be consulted and the President shall give consent until such a time as Board approval may be sought.
 - c. When requesting approval of travel, projected expenses should be outlined as best as possible.
2. Registration/Delegate Fee
 - a. The cost of registering all Board Member attendees shall be paid by DAGS.
 - b. Whenever possible, all attempts to register and minimize costs should be exercised.
3. Travel Cost
 - a. For conferences requiring air or train travel, the Board Member shall only be reimbursed for the cost of one round-trip economy-class (or equivalent) ticket.
 - b. In cases where bus travel is possible and reasonable, the Board Member shall be reimbursed for the cost of one round-trip ticket using the least expensive option.
 - c. In cases where car travel is possible and reasonable, the Board Member shall be reimbursed for the full cost of gas.
 - i. For use of the Board Member's own vehicle, the Member shall be further reimbursed \$0.35 per kilometre.
 - ii. For use of a rental vehicle, the cost of one economy-sized vehicle shall be reimbursed.
 - d. In cases where the Board Member carpools with another attendee, the appropriate fraction of the costs of gas and rental (if applicable) may be reimbursed to the driver.
4. Accommodations
 - a. For overnight travel, the least expensive accommodation option should be selected as is reasonable.
 - b. Whenever possible and appropriate, rooms should be shared and costs split among attendees.
 - c. The following nights will be covered:



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- i. The night immediately before the conference begins;
- ii. All nights during the conference; and
- iii. The night immediately after the conference ends.

5. Meals

- a. For all meals not covered in the conference registration costs or provided without charge, DAGS shall issue a per diem at the rate¹ of:
 - i. \$9.00 for breakfast
 - ii. \$14.00 for lunch
 - iii. \$24.00 for dinner
 - iv. \$5.00 for incidentals
- b. A per diem of \$15.00 will be issued if all meals are provided.
- c. The following meals will be covered:
 - i. The lunch and dinner the day immediately before the conference, or all meals during destination travel;
 - ii. All meals during the conference;
 - iii. The breakfast on the day immediately following the conference, or all meals during return travel.
- d. Should the per diem be insufficient for the general cost of food at a given destination, receipts may be submitted to the Board for approval of supplementary funds.

6. Reimbursement

- a. A final cost report shall be submitted to the Board.

¹As per Faculty of Graduate Studies TRAVRATE Appendix A.



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