

Branch Executive Policy # 2014-01
Member Support to Attend Non CIPHI Related Conferences, Seminars and Workshops

Preamble:

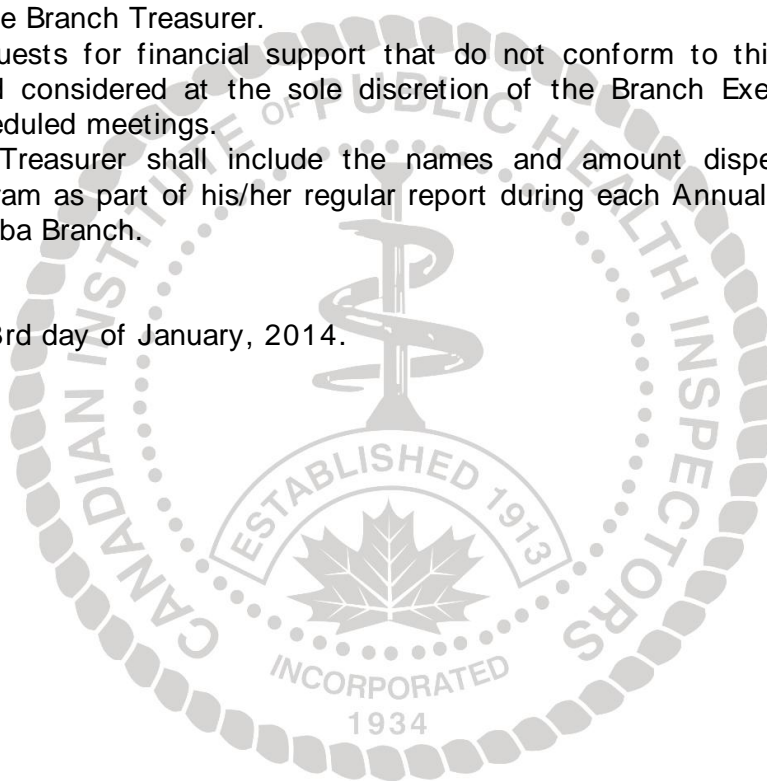
The purpose of this policy is to establish clear guidelines for providing support and processing claims associated with Manitoba members wishing to attend non CIPHI related conferences, seminars or workshops. The policy is intended to support attendance & representation of the Manitoba Branch at these events.

Procedures & General Rules:

- 1.1. As part of its annual budget, the Branch Executive shall allocate the equivalent of four (4) early bird registration fees to a maximum amount of \$2,700 towards financial support of members who are travelling out of province to attend the CIPHI National Annual Educational Conference (AEC).
- 1.2. If the Executive determines that the Branch has surplus funds from this allocation after the AEC, these funds can be used to support a member who is attending or has attended a non CIPHI related conference, seminar or workshop in that same year.
- 1.3. The maximum amount that any one member can claim in any given year shall not exceed the cost of the basic "early bird registration fee"; the daily registration fee; the student full or daily registration fee; or the retired full or daily registration fee, as the case may be, as set by the conference organizing committee.
- 1.4. The member must complete (Appendix 1 of this policy), "Application for Assistance to Attend a non CIPHI related conference, seminar or workshop" and submit the completed form to the Branch Executive at least two weeks prior to the early bird registration fee expiry date.
- 1.5. In the event that the total amount claimed by members exceeds the remaining allocated amount, the funds shall be divided up equally amongst the eligible members who have applied for financial support in accordance with this policy.
- 1.6. Applicants must be "members-in-good-standing" of the Manitoba Branch at the time of application.
- 1.7. Members must submit a claim for reimbursement no later than 30 days after the completion of the conference, workshop or seminar.

- 1.8. The member must submit a copy of the official receipt as issued by the event organizing committee and a completed Conference Reimbursement Request Form (Appendix 2 of this Policy) including written confirmation of the degree of financial support that has been provided by their employer or another organization. The confirmation must be signed by their supervisor. Under no circumstances shall the amount of support provided by the Branch exceed the difference between the actual costs that the member incurred minus the amount of financial support provided by the employer or other organization.
- 1.9. The applicant shall submit all required documents, along with a covering memo of request, to the Branch Treasurer.
- 1.10. All other requests for financial support that do not conform to this policy shall be reviewed and considered at the sole discretion of the Branch Executive during its regularly scheduled meetings.
- 1.11. The Branch Treasurer shall include the names and amount dispensed under this support program as part of his/her regular report during each Annual General Meeting of the Manitoba Branch.

Passed on the 23rd day of January, 2014.



APPENDIX 1

**APPLICATION FOR ASSISTANCE TO ATTEND A NON CIPHI RELATED
CONFERENCE, SEMINAR OR WORKSHOP**

Name of CIPHI Member: _____

Employer: _____

Conference Location: _____

Conference Date: _____

Conference Attendance Status: (check off one)

Regular Member

Full Registration

Daily Registration

Student Member

Full Registration

Daily Registration

Retired Member

Full Registration

Daily Registration

Total amount of assistance requested:

Full Registration (early bird) _____

Daily Registration ____ days X \$ _____ = _____

Will additional assistance be received through your employer or any other organization?

Yes ___

No ___

Not sure at this time ___

Member Signature: _____

Date: _____