

THOMPSON RIVERS UNIVERSITY



CUEF GUIDELINES

Field Trips, Conferences, Competitions

The CUEF will support student attendance at conferences, competitions, and field trips under the following circumstances:

- The maximum allocation for any one student will be \$1,000 for an out-of-province meeting and \$500 for an in-province meeting. In any case, a student cannot access more than \$1,000 from this portion of the fund each fiscal year.
- If a group of students are attending the same meeting, the maximum allocation for any one group is \$5,000 for out-of-province and \$2,500 for in-province.
- The fund will only cover one group to attend each field trip/conference/ competition. Multiple groups should combine their applications.
- The fund will cover expenses associated with registration, accommodation and travel. It will not cover food, supplies and any other additional expenses. For travel by car, students can only be reimbursed for gas and not on a per/km basis
- Travel should be in the most economical manner (a travel advance can be issued to the sponsor for an early airplane booking).
- Reimbursements will be on identified approved categories to a stated maximum, based on receipts. Reimbursement for accommodation will be based on double occupancy.
- Original receipts are required for reimbursement.
- Applications should be made on the CUEF Application form available on the website at <http://www.tru.ca/cuef/>, and require a TRU employee to sign it as sponsor (the TRU employee need not necessarily be required to attend the meeting) to confirm that the application is 'legitimate'.
- All applications and other paperwork should be completed with signatures and submitted to Linda Butt in OM 1643 *at least 7 days before the start of the regularly scheduled meeting and proposed activity*. Retroactive applications will not be considered.
- Only students who pay CUEF fees are eligible to apply for funding. **Students who have been awarded a CUEF UREAP Research Grant are not eligible for additional funding from the CUEF Conference fund to further support the research project.** Applications for travel funds to attend conferences should be directed to UREAP, Office of the Associate Vice President Research.

- Students must be in good standing at the time of application and at the time of the conference/competition/field trip (i.e. be registered in face-to-face credit courses and have no outstanding fees or fines).
- Graduating students:
 - If a student is presenting at a conference after graduation and they have not received any CUEF money this fiscal year (April 1 – March 31), then they will be eligible for CUEF funding as long as the presentation is for work completed when they were a student.
 - If the student is attending a conference after graduation, rather than presenting, then they are not eligible for funds.
 - This will only apply to summer session June – September.
- Students who have been approved for funding are not interchangeable with students who have not been approved. If a student decides not to attend and another student wishes to attend in their place, Linda Butt must be notified so a check can be made regarding the standing of that student. To substitute names, the new applicants must sign the original application form (usually in the Office of the Vice-Provost, Students), and provide their student number. This must be done *at least 3 working days* in advance of the commencement of the activity.
- Because funds are limited, priority for funding will be given to:
 - first-time applications
 - applications that demonstrate that fundraising has occurred
 - applications for funding to continue competing in a competition
- **COMPETITIONS:**
 - Where a student, or group of students, is funded to take part in a competition, and where the students win that competition which allows them to compete further, then CUEF will endeavour to fund such subsequent competitions.
- **ROLE OF THE SPONSOR:**
 - The Sponsor is responsible for ensuring receipts are collected from students and submitting them to Linda Butt (OM 1643), and for ensuring appropriate disbursement of funds to the students once the cheque is received from the Finance Department.
 - Students will be required to submit a two-page (maximum) report to the CUEF Committee (in electronic format to lbutt@tru.ca) describing the outcome of their activity. It is the faculty sponsor's responsibility to make sure the report is in the appropriate format (see Report Standards Checklist at website http://www.tru.ca/cuef/Reports_standards_checklist.pdf), and that it is submitted in the appropriate timeframe. **Failure to submit a report within 14 days of the trip may affect future funding, and may also result in the sponsor losing the right to sponsor future activities.**