



**Canadian Association of Leisure Studies
Association canadienne d'études en loisir**

Guidelines for Travel Support

Preamble:

Historically, the Canadian Association for Leisure Studies (CAL S) has provided some limited travel assistance to the President to attend the Canadian Federation for the Humanities and Social Sciences (CFHSS) annual meeting (see Section 1). These guidelines have been adopted by the Board to extend some limited support to its members, in that, CAL S is committed to holding an annual meeting and to provide travel support to its Board (see Section 2).

Principles:

These guidelines rely upon an honour system.

Section 1: Guidelines for Travel Support to CFHSS Annual Meeting for CAL S representation

The following criteria shall guide the level of travel support extended to the President or another member of the CAL S executive who attends on their behalf:

- prior approval of the Board members is required before travel may be funded;
- funding of his or her travel to the CFHSS annual meeting, in support of direct expenses associated with transportation, accommodations and registration.

Section 2: Guidelines for Travel Support to CAL S Board of Directors Meeting

The following criteria shall guide the level of travel support extended to Board members:

- funding to any individual Board member in support of his or her travel to the CAL S board meeting, in support of direct expenses associated only with transportation and up to two nights accommodation;
- support is provided only to those Board members who do not have adequate access to any other source of travel support from their institutions and/or grants;
- Board members eligible for support must provide transportation and/or accommodation receipts to the Vice-President/Treasurer within one month following the Board meeting;
- mileage to be provided at the rate of President's institution.