



External Conferences

# POLICY PACKAGE



commerce  
undergraduate  
society



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ExCo's operations are carried out according to the last revised version of the CUS Code of Procedures. Any policies outlined in this package are in addition to the Code.

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## Section 1: Our Mission

### **What is ExCo?**

(A) External Conferences (ExCo) is a CUS service that provides partial student reimbursements for events defined as “external conferences.”

(B) Starting from November 2022, ExCo is also providing partial student reimbursements for events defined as “CUS–affiliated conferences.”

(C) The purpose of ExCo’s operations is to help students expand the scope of their Commerce undergraduate experience.

## Section 2: Definition

### **What counts as an “external conference?”**

(A) An “external conference” is defined as a conference, event, or meeting that is not operated, partially–funded, or organized by the Society, the Sauder School of Business, or by any subsidiary organization of the Alma Mater Society.

(B) The following events are currently ineligible for funding from CUS ExCo. This is a non-exhaustive list and is subject to change without notice:

- Australian Undergraduate Business Case Competition (AUBCC), University of
- CBS Case Competition (Denmark)
- CFA Research Challenge – Regional Competition
- Champions Trophy (New Zealand)
- GBCC Global Business Case Challenge at Ritsumeikan APU (Japan)
- HKUST International Case Competition (HKICC), HKUST Business School, Hong
- HSBC Asia–Pacific Case Competition at HKU Hult Prize
- International Real Estate Case Competition (NYC))
- JCC @ Maastricht
- Hong Kong University of Science and Technology
- L’Oréal National Case Competition
- Marshall International Case Competition (MICC) (Los Angeles)
- Milgard Invitational Case Competition on Social Responsibility NAIOP
- New South Wales (UNSW) Business School
- Pacific Northwest Real Estate Challenge
- University of Navarra International Case Competition (UNICC) (Spain)



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## Section 2: Definition (cont'd)

### ***What counts as an CUS-affiliated conferences?***

(A) A Cus-affiliated Conference or internal conference is a conference, event, or meeting that may be operated, partially-funded, or organized by the society or the Sauder School of Business, but not by any subsidiary organization of the Alma Mater Society.

(B) The following events are a list of conferences organized by the Commerce Undergraduate Society:

- CMP: A Step Beyond
- Imprint Conference
- JDC West
- Me Inc. Conference
- NSCC Competition and Conference

## Section 3: Applicant Eligibility

### ***Who can use ExCo's reimbursement services?***

(A) Any Sauder undergraduate student may apply to use ExCo's reimbursement service.

(B) Students must not have failed to attend an ExCo-subsidized conference in the past without adequate reason, nor failed to represent Sauder or UBC in a respectful and professional manner.

(C) Students are limited to a maximum number of reimbursements, as defined below:

- No more than one (1) local, domestic, United States, international, or virtual conference per fiscal year.
- No more than four (4) local conferences over the course of their Sauder undergraduate career, and a combined total of no more than three (3) domestic, United States, or international conferences over the course of their membership.
- No more than (4) CUS-Affiliated Conferences over the course of their Sauder undergraduate career



**Section 4: Expense Coverage**

**How much of my expenses are covered?**

(A) ExCo reimbursements cover a percentage of delegate fees, accommodation costs, and travel expenses. Food and entertainment expenses are not included.

- “Delegate fees” are fees collected by the conference organizers. Should the delegate fees encompass accommodation and/or travel expenses, reimbursement will be calculated with the available information.
- “Travel expenses” are expenses made to travel directly to the city where the conference is held and includes airfare, ferry, train, and long-distance bus travel. Local transportation is not included.
- “Accommodation costs” are the costs of staying in a hotel or another publicly booked accommodation. The total number of nights covered by ExCo are the lesser of total conference days + 1 night, or 5 nights.

(B) Reimbursement percentages vary across four different conference categories:

1. CUS-affiliated
2. Local (ie. within the Lower Mainland area)
3. Domestic/US (ie. within Canada and the US)
4. International
5. Virtual

2022-2023 ExCo Policy	Major Transportation & Delegate Fee	Accommodation
CUS-affiliated	60% up to \$60	None
Local	60% up to \$120	None
Domestic / US	60% up to \$520	65% up to \$53 per day (Max. of 5 days)
International	60% up to \$820	65% up to \$53 per day (Max. of 5 days)
Virtual	100% up to \$150	None

Image contains percentage breakdown of reimbursements across different conference

categories. If this is not visible, please contact [externalconferences@cus.ca](mailto:externalconferences@cus.ca) and we will provide you with a text- or audio-based description upon request.



(C) Reimbursements are made in Canadian Dollars. The exchange rate is determined according to the date shown on the relevant receipts. ExCo uses Bank of Canada exchange rates if the exchange rate is not noted on the receipts.

(D) Should a student have needs that may result in expenses not encompassed by the existing categories, the student may include a request in the pre-conference application. Special consideration reimbursements will be made at the discretion of the ExCo Chair.

(E) With regards to **CUS-affiliated conferences** ExCo will be reimbursing conferences that are run by CUS affiliated organizations and clubs. For the flow of how the reimbursement will flow, please refer to the "Are you eligible for an ExCo reimbursement" flow sheet. The rate that we provide for CUS affiliated conferences is 60% of the conference cost up to \$60. Sauder students are allowed one reimbursement of this nature per academic year.

## Section 5: Application Deadlines

### ***When should I apply?***

(A) If your conference is in Semester 1 (Sep-Dec), applications are accepted on a **first-come, first-serve** basis. Applications are accepted until 2 weeks ahead of the respective conference. We recommend applying early, as clarification may be needed or reimbursement applications may reach their limit!

- If you missed the Semester 1 application period, or your application was rejected due to a Semester 1 budget shortage, you may apply for reconsideration according to the Semester 2 application deadline.

(B) If your conference is in Semester 2 (Jan-May), we accept applications by a fixed deadline. Applications are accepted until January 31, 2023 at 11:59PM PT, and will be evaluated after this deadline.



## Section 6: Application and Reimbursement Process

### *How do I apply?*

(A) To receive reimbursement, students must:

- Apply via our pre-conference form or CUS-affiliated pre-conference form and receive conditional acceptance
- Attend and pay for the respective conference, and
- Attach the appropriate proofs of attendance and payment to the post-conference form within 30 days of the last day of the respective conference.

(B) Pre-conference applications are either rejected or conditionally accepted. Conditional acceptance does not guarantee a final reimbursement. ExCo reserves the right to withhold reimbursements indefinitely in any of the following cases:

- Failure to provide adequate or accurate documentation,
- Failure to attend an external conference in majority,
- Disrespectful or unprofessional conduct towards an ExCo representative, or
- Disrespectful or unprofessional conduct at an external conference.

(C) Students are responsible for organizing and incurring conference-related expenses. Students must incur costs initially and provide adequate proof of payment.

- **ExCo's financial support operates strictly on a reimbursement system. ExCo reimbursements should not be treated as guaranteed subsidies or conference discounts.**

(D) Proof of payment involves receipts and matching bank statements that display the legal name of the payer and the amount.

- E-transfers will no longer be covered by ExCo's reimbursement system. Should accommodation or other costs be split between delegates, separate receipts must be submitted.
- Payments will be made to the payer according to the name displayed on the receipt and bank statement. Should a student's parent, guardian, or other party pay for the expense, reimbursements will be issued to the payer, not the student.

(E) Forms and further instructions can be found at [excocus.com/policy](http://excocus.com/policy).