

POLICY FOR TRAVEL SUBSIDIES TO THE CHA ANNUAL MEETING

The SSHRC has granted the CHA funds to help defray some of the travel costs of the 2006 Conference at York University (Toronto). This grant is the sole source of funds available to the CHA to assist members presenting a paper at the Conference. The grant does not usually cover the full amount requested.

- a) The Treasurer is responsible for overseeing the distribution of these funds.
- b) Only transportation costs will be covered this year and only for those members residing more than 300 km from York University.
- c) The CHA cannot pay the full transportation and accommodation expenses of qualified participants. Consequently, we must insist that all members, including graduate students, apply first to their own institution or to any other organization for funding.
- d) Only members in good standing one month prior to the CHA Annual Meeting will be considered for financial assistance. Funding will be provided for only those members presenting a paper at the conference. Also, graduate students and sessional faculty will be given priority in the distribution of funds. Keep in mind that it is highly unlikely that anyone will receive full reimbursement of their transportation costs.
- e) Participants who wish to be considered for assistance from the CHA must fill out the Travel Expense Claim form and return it to the CHA office prior to 30 April 2006. If you are making a claim, fill out the Travel Expense form as soon as you have a good estimate of your travel costs. The CHA *does not* consider hotels and other accommodation expenses to be travel costs.
- f) Decisions will be communicated in writing in May 2006 and reimbursement checks will be handed out at York University by CHA personnel.
- g) **Important: We will consider only the claims of those whose paper has been forwarded to the Programme Chair, professor Craig Heron, by 30 April 2006.**

