

SIGCSE Travel Policy

Approved by board: 12/05/2008

Updated: 5/14/2010

This policy applies to travel by the SIGCSE board and its representatives. A separate policy for conference committee travel is under development.

Board members

Board meetings – These are typically held twice a year. Full travel support is provided for board members.

ICER – When a board meeting is held in conjunction with ICER, the additional nights of accommodation and meals required to attend ICER are also covered. Rationale: Board members are encouraged to participate in the ICER conference and meet with membership.

Symposium – When (as is typical) a board meeting is held in conjunction with the Symposium, additional nights of accommodation and meals required to attend the Symposium are also covered. Rationale: Board subcommittees meet intermittently throughout the conference and meet with members as needed during the conference. Board members are expected to attend this conference and the business meeting held during the conference.

Chair

Travel support is provided to attend ITiCSE and ICER. Rationale: Chair is expected to attend all conferences. Travel support is provided for the chair, or the chair's designate, to attend SIG governing board meetings (twice a year).

Other

Other travel by Board members for SIGCSE related business may be supported on a case by case basis as determined by the Board. For example, in September 2009 the Board decided to support travel for the chair to attend and represent SIGCSE at the January 2009 Rebooting Computing Summit.

Other volunteers

Traditionally, we have supported the following travel for non-Board member volunteers, although we do require a case by case, somewhat informal, approval process by the Board before the volunteers submit their Travel Approval Form.

Department chairs roundtable coordinators Two night's accommodation for each of two coordinators. (If there are more than 2 coordinators, the four hotel-nights should be divided appropriately. For example, in 2009 there were four coordinators, each receiving one night.)

New faculty roundtable

Coordinators - Two night's accommodation for each of two coordinators.

Participants – Lunch and break for approximately 20 participants. (For 2009, we have charged a nominal amount, \$25, at recommendation of the SIGCSE conference chair.)

Doctoral Consortium – Lunch and snacks provided.

Senior coordinator – Travel support up to \$1000 (including at most 2 nights in hotel).

Junior coordinator – Travel support up to \$2000 (including at most 2 nights in hotel).

Rationale: the junior coordinator is usually traveling “overseas” to attend the consortium.

Discussants – Two night's accommodation.

Note: ACM does not allow reimbursement of conference registration for professionals, thus coordinators and discussants, attending ICER, must pay their registration or have it waived by the ICER conference.

Participants are graduate students. Support for up to \$600, which can cover travel or ICER registration.

Conference site visits by SIGCSE representatives

Travel support is provided for the site coordinators to visit and evaluate potential sites for the SIGCSE Symposium and the ITiCSE conference.

SIGCSE conference chairs' visits to candidate sites

Travel support for an initial visit to a candidate site is covered by SIGCSE. Subsequent visits are charged to the conference.

Award winners: Outstanding Contribution to Computer Science Education, and Lifetime Service – each receives a check for \$2,500 and travel support to attend the symposium.

Notes

- Unless otherwise indicated, travel support includes transportation, meals, and accommodations for the number of nights required to participate in the event. If travel is by air, only non-refundable coach airfare is covered.
- SIGCSE follows the standard ACM Travel Guidelines, uses the ACM Travel Authorization Form, and Expense Reimbursement Template (all available at http://www.acm.org/sigs/volunteer_resources/travel). **The ACM Travel Authorization Form must be submitted to the SIGCSE Treasurer prior to travel.**
- Board includes chair, vice-chair, treasurer, secretary, past chair, at-large members, chief Bulletin editor, and the ACM SIG liaison.