# Instructions for Planning SCOR-Funded Meetings

# Revised: 16 August 2023

This document will be sent to the organizers of working group and project meetings (whether they are chair, executive officer, or a local member) at least three months before a meeting.

The meeting organizer will need to do the following in preparation for the meeting:

1. Meeting organizers must send a proposed budget for the meeting to the SCOR Secretariat by email ([secretariat@scor-int.org](mailto:secretariat@scor-int.org)). See appended template. For working groups, the maximum budget approved by SCOR will be provided to the meeting organizer, typically $15,000. For research and infrastructural projects managing their own budgets, the budget is informative to SCOR for accounting purposes and informs SCOR who will be seeking reimbursements.
2. As part of the budget, you will need to provide advice to SCOR about the meal allowances per day and per meal appropriate for the location of the meeting, as well as the lodging rates that will be reimbursed. U.S. Government rates can be used as a starting point because NSF funding will be used for at least part of the meeting expenses, but they are sometimes unnecessarily high, reducing your flexibility in other parts of the budget. For meetings in the United States, check <https://www.gsa.gov/travel/plan-book/per-diem-rates>. For meetings outside the United States, check <https://aoprals.state.gov/web920/per_diem.asp>.
3. Arranging meetings of opportunity (meetings in conjunction with other meetings) can help use funding efficiently for WGs and projects. Members of SCOR activities should try to use alternative sources of funding for some or all of their travel if at all possible. However, SCOR will provide travel support to any Full Members of a working group and project who need it. Although SCOR funds are not sufficient to support the travel of Associate Members of a working group, Associate Members are encouraged to attend a meeting if they can support their travel from other sources. We can provide cash advances and/or buy tickets directly for members who cannot afford to advance their own support.
4. The budget for the meeting should be sent to travelers from the meeting organizer so they can correct any errors, particularly in the airfares assumed for their travel.
5. We have several options for paying lodging expenses, ranging from members paying their expenses and being reimbursed later, to direct payment to the hotel or private rental by SCOR. Meeting organizers interested in direct payment should contact the SCOR Secretariat to discuss how the hotel contract will be managed. Only the room rate and taxes for single rooms are allowed costs. Extra charges are the responsibility of meeting participants. SCOR allows use of private lodging options such as AirBnB and VRBO as long as a receipt is provided for the reimbursement and the rate is at our below the lodging rate set for the meeting.

After the meeting, meeting organizers should provide the following items to SCOR:

1. Meeting Agenda
2. Meeting summary or minutes
3. Group Picture
4. Participant List (if different from list provided in budget)

Appended documents:

1. Budget template
2. Instructions for SCOR-Funded Meeting Participants

Budget for Meeting on

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Member Name | Airfare | Hotel | Food | Miscellaneous | Total |
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| Column Totals |  |  |  |  |  |
| Conference room rental | | | | |  |
| Catering in meeting room | | | | |  |
| Group meals outside meeting venue | | | | |  |
| Audiovisual | | | | |  |
| Other (please specify) | | | | |  |
| Meeting Total | | | | |  |

# Instructions to SCOR-Funded Meeting Participants Regarding Travel

The following instructions were designed to ensure that SCOR working groups and projects can successfully conduct their work, while using SCOR financial resources efficiently and following applicable financial regulations of our sponsors.

Making travel arrangements:

1. Travelers should consult with the meeting organizers to be informed of maximum allowed rates for lodging and meals if travelers will be paying on their own.
2. Members of a group should obtain their own visas, if required. However, if a formal letter of invitation from SCOR would be helpful, please let us know what information it needs to contain and who it should be provided to (either to the traveler or directly to the appropriate embassy or consulate). Be sure to apply for your visa well before the meeting. A nonrefundable airfare should not be purchased until a visa has been obtained.
3. Because the SCOR Secretariat is very small (just 1 full-time and 1 part-time staff) and there are many meetings every year, we normally only make arrangements (such as prepaid tickets) for scientists from developing countries, or other countries where hard currency is a problem.
4. When booking flights, SCOR asks the following:
   * Purchase economy class tickets for your travel. Exceptions are possible with medical excuses.
   * If you can save more on your airfare than the extra days’ per diem, we will reimburse you for the extra days.
   * Contact your meeting organizer to inform him/her of the cost of your ticket before you make final arrangements. He/she will check the cost against the meeting budget to make sure that the meeting keeps within its budget.
   * Since some of the financial support for working group meetings comes from a U.S. National Science Foundation grant to SCOR, travelers transiting to, from, or through the United States should follow the Fly America Act requirements to use a U.S. carrier unless an exception is granted.
   * Please book your ticket at least one month before your departure for the meeting.

Seeking reimbursements:

1. A reimbursement form will be provided by SCOR through the meeting organizers and should be submitted to the SCOR Secretariat (secretariat@scor-int.org).
2. Reimbursement of travel expenses normally will be returned to you within 1 week of receiving your travel claim (with sufficient receipts) following the meeting. Payment will normally be made by check for U.S. members and by bank transfer for everyone else. You will need to provide receipts for (1) air travel (either the original hardcopy ticket page with the price and itinerary on it, or an electronic ticket with the price and itinerary), (2) your hotel bill, and (3) any other major (more than US$50) expenses. No receipts are required for meals and local transportation, but we will only reimburse up to the pre-set limit for meals.