



Gynecologic Cancer InterGroup (GCIG)
1201 Division Street, #24032,
Kingston, Ontario
K7K 7A6 Canada.

Approved by GCIG Chair: Jan.12, 2016

Submitted to GCIG BoD: May 2016

Approved by GCIG BoD: June 2, 2016

GCIG EXPENDITURES SOP

GCIG Operating Account #25296 00804 11

GCIG CCRN Operating Account #25296 00044 13

1) Travel & expenses:

- a) fully covered (economy airfare, hotel & expenses) for Ops Manager and Ops Assistant for both Spring & Autumn GCIG meetings (Expense Claim Forms & supporting docs.);
- b) fully covered (economy airfare, hotel & expenses) for pre-approved/assigned attendance at other meetings (eg: Ops at CCRN Symposium; Ops ENGOT liaison; etc) (eg: Harm. Rep [S Polleis] at EORTC EFGCP workshop Dec.2013) (eg: Gaffney at IAEA overseas meeting Oct. 2015) (Expense Claim Forms & supporting docs.);
- c) fully covered (economy airfare, hotel & expenses) for webmaster to Autumn GCIG meetings (NCI US covers for Spring GCIG attendance). (Expense Claim Form & supporting docs).

2) TRAVEL reimbursements:

- a) one Harmonization rep (Ops or Stats) once per group once per year; reimbursed up to \$2000.CAD; [\$1000.CAD for North American & European attendees to N.America & Europe; \$2000.CAD for Australasia attendees to N.America & Europe; vice versa for attendance in Australasia.] Requires submission/approval (by Ops unless unusual) of Travel Support Application (with member group informed) and post meeting submission of Expense Claim Form and supporting docs (eg: receipts, boarding passes,

etc). NOT reimbursed if claimant does not in fact attend Harmonization meetings.

- b) invited guests/speakers as requested by Committee Chairs (due to absence of expertise within the membership) and approved by Exec (Chair) with caveat of attendance ONLY to invited session (and guest at GCIG Dinner). Amount and terms on case-by-case basis (eg: travel, hotel, etc).
- c) special cases: eg: a GCIG rep attends another meeting to represent or present on GCIG. Must be pre-approved by Exec (Chair) and terms on a case-by-case basis.
- d) CCRN site reviewers – travel, hotel & expenses; as approved by CCRN Chair; Expense Claims and supporting docs. (from CCRN account)

3) Reimbursements:

- a) Office supplies -- equipment (PC's, printers, fireproof filing cabinets, etc) and supplies (eg: printing paper, envelopes, name tags, etc).
- b) Office services -- printing (name tags), other.
- c) GCIG Services -- P.O.Box annual fee, Telephone service, occasional postage & FedEx.

4) Payments/Fees:

- a) Industry Canada – annual
- b) Insurance -- annual (D & O, Events and Commercial Property & Liability).
- c) Bank charges & fees.
- d) Auditor -- annual
- e) Canada Revenue Agency (CRA) – annual (installments)
- f) ACT PGI Teleconferencing -- as invoiced
- g) Legal – prn per invoice (Legal services pre-approved by GCIG chair)
- h) Website costs – per invoice

5) Compensation :

- a) Ops Manager as per contract agreement letter(s) - quarterly; (NB: once per annum from **CCRN account**).
- b) Ops Assistant as per contract agreement letter - monthly per invoice;
- c) Book-keeper as per contract agreement letter - per services invoice.

6) Meetings:

- a) Spring & Autumn GCIG -- Venue (incl. AV & catering) and GCIG Dinner for best possible negotiated price.(Contracts review by Chair)

b) Other meetings/symposia (eg: Gyn Paths in Seattle March 2016) (eg: CCRN Symposium in Bangkok Jan 2016) -- requires approval of event from Exec (Chair) and relevant Committee Chair; venue (incl. AV) -- maybe hotel rooms, catering, dinner, etc. --- best possible negotiated price.

7) Publications:

as pre-approved by Exec.

8) Other

- a) any out-of-the-ordinary expenses to be reviewed by Chair;
- b) any new expense greater than \$1000. To be reviewed by Chair;
- c) as directed by Exec.