



approved: 2019 May 1

EXPENDITURES Standing Operating Procedure:

COMPENSATION:

Operations Manager:

- as per contract agreement letter
- monthly per invoice

Operations Assistant:

- as per contract agreement letter
- monthly per invoice

CCRN manager:

- as per contract agreement letter
- per invoice

Book-keeper:

- as per contract agreement letter
- per services invoice

Latin American Co-ordinator:

- as per contract agreement letter
- per invoice

MEETINGS:

GCI Biannual Meetings (Spring/Autumn):

- Venue, A/V, Catering and GCI Dinner - best possible negotiated price and contracts reviewed by Chair

Other Meetings/Symposia (Pathology, CCRN, Educational):

- Approval of event by GCI Chair, relevant Committee Chair and Financial Working Group Chair
- Venue, AV (accommodation, catering, dinner, etc. on a case by case basis) - best possible negotiated price.

TRAVEL:

Full reimbursement for travel (Expense claim and supporting documents must be submitted):

GCIIG Chair:

- Full covered (economy airfare, other travel, hotel, meals) for representation of GCIIG at meetings, symposia, sister societies if any such support is not offered by host (does not apply to biannual GCIIG meetings).

Operations Team (manager and assistant):

- Fully covered (economy airfare, other travel, hotel, meals) for biannual GCIIG meetings (Spring and Autumn).
- Fully covered (economy airfare, other travel, hotel, meals) for pre-approved/assigned attendance at other meetings – Educational (CCRN, PARSGO etc.) Symposia, ENGOT and other sister societies.

Webmaster:

- Fully covered (economy airfare, other travel, hotel, meals) for Autumn GCIIG meeting. NCI US covers the cost of attendance at Spring meeting.

Other GCIIG Representatives:

- Amount and terms decided on a case by case basis (economy airfare, other travel, hotel, meals) for pre-approved/assigned attendance as a GCIIG representative (Harm, CCRN and others) at workshops, symposia etc.

CCRN Site Review team:

- Fully covered (economy airfare, other travel, hotel, meals) as approved by CCRN Chair

Invited guests/speakers:

- as requested by Committee/Working Group Chairs in the absence of expertise within the membership and approved by GCIIG Chair
- Invited to GCIIG dinner
- Amount and terms decided on a case by case basis (travel, hotel, meals etc.)

TRAVEL only reimbursements (Expense Claim form and supporting documents must be submitted):

Harmonization (Operations or Statistics): one representative per GCIIG member group once per year (requires submission and approval of application by Operations):

- up to \$1000 CAD for North American & European attendees to attend meetings in North America or Europe
- up to \$2000 CAD for North American & European attendees to attend meeting in Australasia
- up to \$2000 CAD for Australasia attendees to attend meetings in North America or Europe

➤ **NOT reimbursed if claimant does not in fact attend Harmonization meetings**

CORE COSTS:

Office supplies:

- Equipment - PC's, printers, fireproof filing cabinets
- Supplies - printing paper, envelopes, name tags, other
- Services – printing, other
- GCIG Services - P.O.Box annual fee, telephone, mailings, other

Payments/Fees:

- Corporations Canada – annual
- Insurance - annual (D & O, Events and Commercial Property & Liability).
- Bank charges
- Auditor – annual
- Canada Revenue Agency (CRA) – annual installments
- Teleconferencing service
- Legal – as necessary per invoice and pre-approved by GCIG Chair
- Website costs – per invoice

Publications:

- as pre-approved by Executive Board of Directors (or Executive Committee)

OTHER:

Out of the ordinary expenses:

- To be reviewed by Chair and directed by Executive Board of Directors

Any new expense greater than \$1000:

- To be reviewed by Chair and directed by Executive Board of Directors