

Meeting Planning Instructions for Working Groups

This document will be sent to the organizers of working group meetings (whether the working group chair or a local working group member) at least three months before a working group meeting. The maximum budget approved by SCOR will be provided to the meeting organizer with this document.

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

1. Send proposed budget for the meeting to the SCOR Executive Director by email (Ed.Urban@scor-int.org). The proposed budget should not exceed the budget approved by SCOR. See appended template.
2. As part of the budget, you will need to provide advice to SCOR about meal allowances per day and per meal appropriate for the location of the meeting. Government rates can be used as a starting point, but they are sometimes unnecessarily high, reducing your flexibility in other parts of the budget.
3. Please send the attached travel memo to your working group members to alert them about SCOR travel restrictions that arise from our use of U.S. government grants. We can purchase tickets directly for working group members for whom it would be a hardship to pay for their own ticket and get reimbursed from SCOR later. It is important that travelers make their reservations early enough to get the best airfares. The budget for the meeting should be sent to all working group members so they can correct any errors, particularly in the airfares assumed for their travel.
4. We have several options for paying hotel expenses, ranging from working group members paying the expenses and being reimbursed later, to direct payment by SCOR. Direct payment requires that the meeting planner provide us with information about the arrival and departure dates of each member, the room cost per night, any other expenses that will be incurred, and contact information for a person at the meeting hotel. When we have the required information, we can work directly with the hotel to pre-arrange payment. If a SCOR staff person attends the meeting, he/she will examine the hotel bill and make sure it corresponds with the pre-agreement. If a SCOR staff person does not attend the meeting, it is the responsibility of the meeting planner to examine the bill and make sure SCOR is not being charged more than the pre-agreed amount. We pay only the room rate and taxes for single rooms for full members of working groups. Extra charges are the responsibility of meeting participants.
5. The SCOR Executive Director will work with the meeting organizer and the hotel after the Executive Director has approved the budget.

6.

Budget for SCOR Working Group on _____

Member Name	Airfare	Hotel	Food ¹	Miscellaneous	Total
Column Totals					
Conference Room Rental					
Audiovisual					
Other (please specify)					
Meeting Total					

¹ Please include full food allowance here. The meal costs for any group meals at the hotel or outside restaurants will be subtracted from this amount.

Instructions to SCOR Working Groups Regarding Travel

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

Because the SCOR budget is relatively small, we ask working groups to try to arrange meetings of opportunity (meetings in conjunction with other meetings). The members of a working group 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 the full members of a working group 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.

Members of a working group should obtain their own visas, if required. However, if a formal letter of invitation from SCOR would be helpful, please let us know and provide the necessary fax number if you would like this letter to be transmitted directly to the appropriate embassy or consulate. Be sure to apply for your visa well before the meeting.

Because the SCOR Secretariat is very small (just 1 full-time and 2 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.

Reimbursement of travel expenses normally will be returned to you within 1 week of receiving your travel claim (with sufficient receipts) following the working group meeting. Payment will normally be made by U.S. dollar check sent by airmail, unless non-U.S. individuals prefer to receive payments by wire transfer or bank draft. 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.

We ask three things of each traveler:

1. Please use excursion fare or coach tickets for your travel. This may mean traveling at a time you would not prefer or staying a day or two longer. If you can save more on your airfare than the extra days' per diem, we will reimburse you for the extra days. Please contact your working group chair 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 working group keeps within its budget for a specific meeting.

2. Since some of the financial support for working group meetings comes from a U.S. National Science Foundation grant to SCOR, you should make every effort to follow U.S. government travel regulations. U.S. members should **always** use U.S. air carriers (or code-sharing airlines) and non-U.S. travelers should use U.S. carriers unless doing so adds (1) more than 4.5 hours to your travel time or (2) more than 2 stops to your trip. All travel to SCOR-sponsored meetings held in the United States should be on U.S. air carriers. If the meeting is being held outside the United States and you want to have an exemption from using a U.S. air carrier, you will need to provide documentation to us so we can justify the exception when we request repayment from the National Science Foundation. We are also

audited each year and this is a major issue examined by the auditors. If you have questions about this policy, please contact the SCOR Secretariat.

3. Please book your ticket at least one month before your departure for the working group meeting.

Reimbursement forms should be sent to

Administrative Assistant
Scientific Committee on Oceanic Research
Robinson Hall
University of Delaware
Newark, DE 19716, USA
E-mail: secretariat@scor-int.org