

Women in Science Speaker Tour - Guidelines

Tour Guidelines:

1. Each speaker will visit a minimum of three Science Atlantic member institutions (in the case of higher travel costs, this may be reduced to two with prior approval of the Tour Coordinator). It is the responsibility of the Tour Coordinator to ensure travel between institutions is arranged in the most efficient manner to minimize costs and the time commitment for the tour speaker.
2. A speaker's schedule and travel budget must be approved by the Women in Science Tour Coordinator at least two months before beginning a tour. The speaker should keep a copy of communications from the Coordinator noting that the budget has been approved.
3. The schedule, title, abstract (including any images), and speaker's photo should be provided to Jeanette.McPherson@msvu.ca as soon as the tour is approved so that the talks can be publicized.
4. A maximum of \$800 is available for each tour, based on receipts submitted following the allowable expenses guidelines below.
5. Financial support is provided by Science Atlantic and the NSERC Chair for Women in Science and Engineering—Atlantic Region. The speaker is asked to acknowledge this support verbally and in their visual presentation. Logos for both organizations will be provided.

Allowable expenses:

- **Travel** between institutions (including home institution). *Travel may be completed by air, rental car, or personal vehicle, as is most economical. Personal vehicle use will be reimbursed at \$0.51/km. Gas for rental vehicles will be reimbursed based on submitted receipts.*
- **Accommodations:** *Each host institution is responsible for covering all local expenses, including at least one night's accommodation. Support from the Tour sponsors is limited to a second night's accommodation when required.*
- **Meals:** *Each host institution is responsible for covering all local expenses, including meals. Tour sponsors will reimburse meals required while the speaker is travelling between institutions. Maximum meal reimbursements provided by the Tour sponsors are as follows (receipts must be provided): Breakfast \$8, Lunch \$12, Dinner \$24.*

Reimbursement process:

Be sure to keep all original receipts. Contact the [Tour Coordinator](#) for further instructions.

