

F32.0 TRAVEL

SCOPE

All employees of the *Society* who travel on authorized business.

PURPOSE

To acknowledge the need for employees to travel while conducting the *Society's* business and to provide guidelines for the reimbursement of approved expenses incurred during those trips.

POLICY

The *Society* will reimburse employees for reasonable and justifiable out-of-pocket expenses incurred while travelling on behalf of the *Society* on authorized trips.

The *Society* will also reimburse the expenses incurred by employees required to work off-site on a temporary basis. Employees hired to work off-site on a full-time basis however will not normally be reimbursed for their expenses, unless otherwise directed by the Executive Director.

In the event that a cash advance is needed for an authorized business trip, or where the anticipated cost of the trip is expected to exceed two thousand dollars, an approved "Travel Authority Claim" will be required. When abnormal or unusual expenses are incurred on behalf of the *Society* while travelling, a detailed written explanation of those expenses must be provided to the proper authority for validation of the claim. Travel Authority Claims should be submitted no later than ten working days after the completion of the trip.

AUTHORIZATION AND APPROVAL

A Signing Officer may delegate signing authority for reimbursements of less than five hundred dollars. This delegation of authority must be approved by the Executive Director and must be in writing. A specimen signature of the delegate must also be forwarded to the Director of Finance.

The delegation of this function does not dilute the overall responsibility of the original Signing Officer.

TRAVEL ADVANCES

An outstanding travel advance must be settled before a new advance can be requested. Arrangements may be made for a standing travel advance where circumstances warrant. Application for such standing advances should be made to the Director of Finance on behalf of the employee by the employee's approving authority.

TRANSPORTATION

When reviewing Travel Authority Claims, the authority or delegate should ensure that the most economical travel option has been selected. When a private automobile is used, for example, the claim for reimbursement can not exceed the cost of normal public transportation. Public transportation can be arranged through local travel agents and invoiced directly to the *Society*.

Air travel may be utilized when the cost compares favourably with other modes of transport or when the urgency of the commitment makes it necessary. In such circumstances, employees will be limited to the economy fare. First class fare will only be allowed if no other seat is available. Air travel can be arranged through local travel agents and invoiced directly to the *Society*.

Travel to and from the airport is available through many local transport service companies. If a private automobile is used, then the *Society's* mileage/km allowance will be in effect to calculate the reimbursement. Reasonable and supported parking charges may also be reimbursed. The total round trip cost claimed, for the use of a private vehicle, can not exceed the round trip cost of the most economical local limousine service.

Air insurance will be allowed up to a maximum of one hundred thousand dollars of coverage. This cost needs to be supported by a receipt or the insurance policy. Upon booking a trip, many travel agencies will provide this coverage free of charge.

ACCOMMODATION

Hotel, motel and other accommodation expenses will be reimbursed if properly supported. Supporting documents should report the location of the stay, the dates and the total number of days stayed, and the daily or weekly rate.

Where an employee shares a room with a family member, who is not an employee of the *Society* on an authorized business trip for the *Society*, then only a single person charge should be claimed.

Accommodation provided in private residences may be reimbursed at the discretion of the employee's approving authority. Under no circumstances however, should this amount, exceed the rates authorized by the *Society*.

MEALS

Actual out-of-pocket meal costs, incurred while travelling on the *Society* business, will normally be reimbursed without receipts. Whenever exceptionally large amounts are claimed for individual meals however, a written explanation to the appropriate signing authority will be required. Currently a per diem meal allowance of forty-five dollars may be used as a guideline.

Gratuities are also considered to be an allowable expense. No receipts are required for gratuities but they must be reasonable.

HOSPITALITY TO GUESTS

Reasonable expenses while traveling may be claimed, for hospitality to guests, in accordance with the *Society's* Policy on Hospitality.

TRAFFIC SUMMONSES AND OTHER PENALTIES

Expenses incurred in the payment of fines, include parking fines and other such penalties, will be disallowed.

Other unspecified expenses incurred on behalf of the *Society* while travelling may be reimbursed if appropriately supported. In general, approved Travel Authority Claims of less than seventy-five dollars will be satisfied through the petty cash fund.