



Effective Date: October 2018

New Policy _____

Revision: Partial **Complete** _____

Signature

Review Date: September 2022

Applies To: RNANT/NU Board of Directors, committee members, contracted services and employees.

Purpose: To define travel expenses on behalf of the Association.

Policy:

The guiding principle is that the individual should neither gain nor lose personal funds as a result of work related travel. Original receipts must support all expense reimbursement claim items, except for per diem claims where applicable.

All expense reimbursement claims from Association funds, whether operating or restricted funds, require approval on a one up basis, by the person to whom a claimant reports. It is both the *claimant's* and *approver's responsibility* to ensure that the expenses have been incurred for Association business purposes; are reasonable in the context of the Association's business activity; and are in accordance with this policy,

Expenses incurred on travel completed on behalf of RNANT/NU are addressed in this policy. These expenses include air fare, ground transportation, hotels, per diems and the cost of registration for conferences, meetings and/or education.

An advance cheque for 80% of expected travel costs may be issued if requested ten (10) working days prior to travel. Should the amount of the advance cheque exceed the cost of travel, the traveller is required to submit payment for the difference with the expense claim

Expense claims must be submitted on a timely basis. A reimbursement cheque or direct pay deposit will be issued to the traveller upon receipt of the expense claim forms and all required receipts/documents. The following documentation must be submitted by the traveller:

- Receipt of airfare if booked by the traveler;
- Itemized hotel receipt;
- Receipts for ground transportation including taxis and gas if applicable
- Receipts for any registration fees if paid by the traveler.

It is the responsibility of the claimant to provide the necessary proof of air/rail travel. Acceptable documentation to support an air/rail travel claim includes at least one of the following:

- A boarding pass (paper or a printed copy of the image of the electronic boarding pass that clearly indicates the flight/train information), or
- hotel bill at the travel destination, or
- taxi/transit receipts to/from the destination airport/train station, or
- meal receipts from the travel destination, or
- certificate of conference attendance.



Airfare must be arranged using the most economical fare without losing the cost of the ticket should cancellation be required.

When personal travel is combined with business travel, the employee will be reimbursed for only the business portion of the trip at the lowest available fare.

Air – For domestic and international flights, the standard class of service is the least expensive economy class fare. All other business class and premium economy travel may be permitted (e.g., flights in excess of 6 hours, or for medical reasons) if pre-authorized by the approver.

Rail – The standard class of service is the least expensive economy class fare. However, to destinations where the travel time exceeds 4 hours a business class fare is permissible. The rationale is that the cost of business class rail service in these cases would generally be less expensive than travel by air when considering the inclusion of meals in business class rail fares, potential savings in travel to the airport, and fare differentials.

Vehicle Should a traveler use their own vehicle for authorized business on behalf of RNANT/NU, the rate payable in cents per kilometer will be based on the current rates of the Government of Canada for the province and/or territory where the travel occurred. The travel is restricted to 500km round trip. An individual claiming for use of a personally owned vehicle must have a current valid driver's license and carry insurance on the vehicle that meets the minimum requirements of the respective territory. Individuals using a personal automobile should have insurance coverage (public liability and property damage) of at least \$500,00

Rental cars should be used only when less expensive transportation is not available and vehicle rental would be a reasonable method of transportation. The standard is a mid size car. When a vehicle is rented both Collision Damage and Liability insurance should be purchased. All other insurance should be declined.

Travelers will be reimbursed for the cost of a standard hotel room and all applicable taxes. If staying with friends or family and not in business accommodation, the traveler may claim 50.00 per day for private lodging.

Per Diem rates for meals will be paid based on the current rates of the Government of Canada for the province and/or territory where the travel occurred. Incidentals should only be claimed for full days of travel. Where meals are provided through conference fees, private or public sponsorship no claim may be made.

Individuals are requested to use shuttle bus service to and from airports and hotels. Where taxis are necessary, members are asked to share taxis and fares whenever possible.



Conditions and Exceptions: N/A

Authority and Accountability: N/A

History:

This policy amalgamated with 2003 1.1, 1.2. when written in 2006. This policy replaces AF1: Travel Expense Accounts Board/Committee/Staff that came into effect in 2006, revised in 2014.