

Policy Title: Travel on Association Business - Staff (Procedure)		
Original Date: May 1, 2008	Date Approved: February 28, 2019 February 28, 2019	
Last Revision Date: August 17, 2018	Date Reviewed: February 28, 2019	
Approver: John Policicchio Rhonda Stone		

## Submission

All expense accounts will be reviewed and must be submitted within 5 working days of the end of each month or within 10 working days of a conference (i.e. attended a conference on December 10; therefore expense form must be submitted by December 31, 2018).

# Meal Expenses

		In District	Out of District
Meal expense maximums per meal will be	e: breakfast	\$10.00	\$12.00
	lunch	\$12.00	\$14.00
	dinner	\$20.00	\$24.00

Original itemized receipts are required to claim meal expenses. Alcohol will not be reimbursed. Typically breakfast will not be covered on the date of departure, and dinner will not be covered on date of return if return is scheduled before 7 pm.

#### Auto Allowance

Staff will be reimbursed according to the rate specified in the collective agreement. Number of kilometers traveled and destination must be shown on the Travel Claim form. This mileage form must be submitted within 2 months to be eligible for reimbursement (see Article 20.01 b of Collective Agreement).

#### Host Gift

When traveling on Association business and staying with friends or relatives, in lieu of hotels, a gift of up to \$20.00 per day for the host or hostess may be charged as a travel expense. A receipt must be submitted to claim this expense.

#### **Hotel Accommodations**

1. For hotel accommodations within Sault Ste. Marie a host hotel will be designated based on price and quality of service; should someone decide to stay at a more expensive



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hotel, the Association will only be responsible for reimbursing up to a maximum of the designated hotel rate.

- 2. For hotel accommodations outside the Algoma District:
- a) When attending a conference, a conference room rate is sometimes set; the Association will reimburse up to a maximum of the conference room rate
- b) When attending a meeting and/or no conference room rate is set, the Association will reimburse for reasonable accommodation costs ("reasonable" means accommodation in a regular or standard room not a Jacuzzi suite or a luxury suite).

Cost of movie rentals, laundry service, and room service **will not be covered** by the Association.

#### Telephone

Long distance calls made by staff and volunteers on behalf of the Association will be reimbursed. The Association will also cover the cost of one personal phone call home per day, **up to** \$10.00, while travelling on Association business. To claim this expense it should be charged to the hotel room or proof of long distance charge should be submitted.

#### Transportation

The use of public transportation, car pools, agency vehicles, seat sales, discount rates, etc. is encouraged by the Association when traveling on Association business. The Association will reimburse transportation costs based on the most practical and most reasonable mode of transportation (i.e. if renting a vehicle is cheaper than driving personal vehicle, then rental cost will be the reimbursement amount).

# Authorization

Approval is to be provided only for expenses that are incurred in performance of Association business that include all appropriate documentation. Managers will approve their staff's expense claims for travel within the district. A manager cannot approve their own expense claims. Directors will approve their managers' expense claims. The Board President, or designate, will approve the travel claim of the Executive Director.



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Out-of-district travel must be approved by a staff's manager **prior to** travel. Due to our border location, for the purpose of this procedure travel to the Upper Peninsula of Michigan, including Mackinac City, will be pre-approved by the staff's manager. All **out of province** travel, excluding Upper Peninsula of Michigan, will be **pre-approved** by the Executive Director. This approval is to be documented on the Travel Claim Form providing details of the estimated cost as well as an explanation of how the travel will produce a benefit to the association.

## **Travel Advances**

Will be considered on an individual basis, and can be requested on a Cheque or Cash Requisition Form.

#### Forms

Can be obtained from the Staff Documents section of the website.