

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	

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.