

## Travel and Related Expenses

### *Purpose:*

This policy outlines the procedure and terms for reimbursement for travel related expenses including transportation, accommodation, and meals.

### *Policy:*

- The Augustana Students' Association shall pay for necessary and approved travel for such things as conferences, retreats, and off campus meetings which are deemed to be of benefit to the organization.
- Travel requires the prior approval of the Augustana Students' Council or Executive Council. All expenditures must be accompanied by a Travel Claim Form, collected from the Executive Director's office, an event itinerary if available and receipts, if applicable submitted to the Executive Director.
- Any employee traveling on behalf of the Augustana Students' Association shall use the most practical and cost-effective transportation available.
- The following rates of reimbursement will apply:
  - Economy airfare or .45 cents per kilometer car expense for all trips over 25 kilometers round trip (no reimbursement within Camrose city limits);
  - Type of accommodations shall be agreed to prior to departure and shall be paid for as agreed.
  - Reasonable actual expenses in excess of the above rates and supported by receipts may be paid if approved by the Students' Council.
  - A meal allowance, up to \$60.00. per day will be given to ASC members away on business. Receipts are required for reimbursement. The appropriate meal allowance is as follows:
 

◇ Breakfast	15.00
◇ Lunch	20.00
◇ Dinner	25.00
  - The above meal allowance includes an amount for gratuity and tax.
  - In the event that meals are provided at the event, there shall be no meal allowance unless the attendee has disclosed dietary accommodations, upon requesting funding approval, that prohibits them from accessing the provided meal (e.g. allergies or religion).

A meal allowance will not be paid for meals included in delegate fees. For the first and last day of an ASA trip, meal allowance will be given based on the following:

<b>FIRST DAY</b>	
<b>Departure Time</b>	<b>Meal Allowance</b>
Before 11 am	60.00
11 am - 2 pm	40.00
After 2 pm	25.00
<b>LAST DAY</b>	

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Departure Time	Meal Allowance
Before 11 am	50.00
11 am - 2 pm	40.00
After 2 pm	25.00

Purchases of alcohol and/or entertainment will not be reimbursed by the ASA.

Receipts must be submitted to the Executive Director for approval in order to receive reimbursements for:

- parking and taxi fees
- personal and additional expenses not directly related to travel expenses.

All receipts must be submitted to the Executive Director within two (2) weeks from the date of the travel/conference. If receipts are not submitted within this time, the member will not be reimbursed for expenses (less mileage or meal allowances).

The individual is required to submit a written report to Council within thirty (30) days after attending a conference or special meeting for which travel expenses have been incurred. Failure to do so may result in a request of the individual by Council to reimburse the ASA for funds expended on the individual's behalf.

### Alternate Forms of Transportation

- Any individual driving a rental vehicle, or a personal vehicle to carry out business on behalf of the ASA must comply with the following:
- Use of a rental vehicle, including rental fees, requires prior approval of the ASC.
- In the case of approval, rental fees and the aforementioned mileage fee will be reimbursed
- Drivers must be at least 18 years old and possess a valid driver's license.
- To be added to the list of approved drivers, the individual must provide a Driver's Abstract that is less than one month old to the Executive Director. Updated Driver's Abstracts must be provided upon request.
- The ASA will reimburse the cost of the abstracts upon presentation of an official receipt.
- Authorized drivers must notify the Executive Director immediately, in writing, regarding any change in their driver's license status, insurance status, or their driving history that affects their qualifications to drive a vehicle on behalf of the ASA.
- Drivers must obey all applicable motor vehicle legislation. In Alberta, drivers are bound by the Alberta Traffic Safety Act, Criminal Code of Canada and Municipal Bylaws.
- No driver shall operate a vehicle for ASA business when their ability to do so safely has been impaired by illness, fatigue, or injury. Operating a vehicle while under the influence of intoxicants and other drugs or medications (which could impair driving ability) is strictly forbidden.
- Passengers are limited to those individuals who need to ride in the vehicle to conduct ASA business except with the prior explicit approval of the Executive

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Director.

- Drivers are prohibited from using handheld or hands-free telecommunications devices while the vehicle is in motion. Drivers must safely stop and legally park, prior to using telecommunication devices.
- Failure to follow vehicle use policies may result in suspension of driving privileges and/or disciplinary action up to and including dismissal.
- Costs incurred due to blatant misuse (i.e. damage to vehicle, vehicle left in unreasonably dirty condition, fines for traffic or parking violations) will be charged to the responsible ASA member.
- The ASA is not responsible for any personal or work items left in any vehicle.
- The Students' Union's vehicles are to be driven by authorized individuals only.
- No smoking in the vehicles at any time.
- All damage, mechanical problems or accidents, regardless of severity, must be reported immediately to the Executive Director.
- It is the responsibility of each driver to ensure that they have the appropriate driver's license and insurance coverage while driving on ASA business.
- Organizational members, ASA members and UASU representatives at Augustana, traveling as passengers cannot claim mileage or the cost of any equivalent transportation.