



POLICY 4.7

FINANCIAL MANAGEMENT

Travel and Related Expenses

POLICY INTENT

The purpose of this policy is to govern expenditures that may be reimbursed by AUGSA when AUGSA staff and Council Members travel on behalf of the Association.

POLICY

Travel and Related Expenses

- 4.07.1. All travel on behalf of AUGSA requires prior approval.
- 4.07.2. Travel for Council Members that includes airfare, and/or car rental requires the approval of Council.
- 4.07.3. Whenever appropriate, alternatives to travel shall be used to fulfil roles and responsibilities. These methods may include, but are not limited to:
 - a. email;
 - b. teleconferencing; and
 - c. videoconferencing.
- 4.07.4. All travel will be made using the most economic means reasonable.
- 4.07.5. If an individual traveling for AUGSA has special needs that may require extra costs and/or accommodations, AUGSA will attempt to meet these needs in the most economical way that it deems reasonable.
- 4.07.6. When travelling on AUGSA business, members of council and staff may book individual rooms (as opposed to sharing a room). Members should book a standard double room at a hotel.

4.07.7. The following rates will apply for travel expenses:

- a. Personal automobile:
 - i. AUGSA will use the CRA 'Automobile Allowance Rates' to calculate mileage to cover gas and vehicle maintenance.
- b. Meal allowances for meals not covered under accommodation or conference fees:
 - i. \$25/day breakfast (receipts not required);
 - ii. \$25/day lunch (receipts not required); and
 - iii. \$25/day supper (receipts not required).
- c. Incidentals:
 - i. \$15/day (receipts not required) for days that include overnight travel.

4.07.8. An expense claim reimbursement form shall be submitted, with receipts for those items that require a receipt, must be submitted in accordance with the Expense Claims Policy, to receive reimbursements for:

- a. parking and taxi fees;
- b. meals which unavoidably exceed the allowance (requires approval);
- c. charges for communication such as telephone calls, Wifi, or printing;
- d. fuel for rental vehicles; or
- e. other necessary and unavoidable expenses in excess of the daily allowance.

4.07.9. Rental vehicles must be filled before returning them to the rental agency.

4.07.10. AUGSA will not reimburse travelers for the following regardless of receipts:

- a. family, pet, or home care;
- b. entertainment or gifts;
- c. expenses for persons other than the traveler, except when they fall under hospitality costs;
- d. personal vehicle maintenance other than previously listed mileage costs;
- e. merchandise or souvenirs;
- f. medications purchased while travelling;
- g. room service or mini-bar snacks in excess of the per-diem allowances;
- h. damage to accommodations, loss of personal items, or other extraordinary travel expenses; or
- i. alcohol.

4.07.11. Notwithstanding the above, staff have the authority to approve unusual or exceptional

travel reimbursement costs that may be listed above (such as sickness related costs while traveling to represent AUGSA).

4.07.12. Extra expenses incurred by AUGSA as a result of travelers changing flights or other bookings may be billed to the traveler if a sufficient and reasonable explanation has not been supplied.

4.07.13. If, during travel, an emergency occurs the traveller should immediately contact the Executive Director who will arrange for emergency accommodations, travel, or other requirements. Only if the Executive Director cannot be contacted should the traveller pay for such expenses out of pocket without prior approval.

4.07.14. Travel expenses incurred for travel to Athabasca University meetings may be covered by the university, but this must be clarified before travel is booked.

RELATED REFERENCES AND POLICIES

This Policy References

Expense Claims Policy

This Policy is Referenced by

Expense Claims Policy

POLICY RESPONSIBILITY

Executive Director

POLICY HISTORY

Original Approval Date: July 14, 2023

Last Review Date: July 14, 2023

Review by Date: July 14, 2026