



## POLICY 6.04

### FINANCIAL MANAGEMENT

#### *Travel and Related Expenses*

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#### **POLICY INTENT**

AUSU shall pay for pre-approved travel related expenses for councillors and staff travelling on behalf of AUSU.

#### **POLICY RESPONSIBILITY**

Finance Committee

#### **POLICY**

- 6.04.01 All travel on behalf of AUSU requires the prior approval of the Executive Council who will determine if the expense is budgeted, within the remaining available travel funds, and necessary.
- 6.04.02 Whenever appropriate alternatives to travel shall be used to fulfill roles and responsibilities, these methods may include, but are not limited to
- a) e-mail,
  - b) teleconferencing, and
  - c) videoconferencing
- 6.04.03 All travel arrangements will be made by AUSU Office staff using the most economic means reasonable.
- 6.04.04 The following rates will apply for travel expenses and be reimbursed to the councillor only upon submission of a proper expense claim:
- a) personal automobile - \$0.35/km to cover gas and maintenance as shown on [www.mapquest.com](http://www.mapquest.com)
  - b) meal allowance
    - i) breakfast - \$15/day
    - ii) lunch - \$20/day
    - iii) dinner - \$25/dayThe above meal allowance includes all gratuities and taxes. The meal allowance will not be paid for meals included in conference fees. Receipts must be supplied for meals, or an explanation of missing receipts must be included with the expense claim.
  - c) hospitality\* - \$15/day  
\* Includes incidental expenses for overnight travellers such as toothbrush, razors, gratuities, and telephone calls home

- 6.04.05 An expense claim with receipts must be submitted to the Executive Director in accordance with the expense claim policy to receive reimbursements, including those for:
- a) charges for official long-distance phone calls (wherever possible corporate accounts or phone cards should be used);
  - b) gas, parking and/or taxi fees;
  - c) meals, including those which unavoidably exceed the allowance; or
  - d) other necessary and unavoidable expenses in excess of the daily allowance.
- 6.04.06 AUSU will not reimburse travellers for the following regardless of receipts:
- a) family, pet, or home care;
  - b) entertainment;
  - c) alcohol, including that purchased with meals;
  - d) gifts or expenses for persons other than the traveller;
  - e) personal vehicle maintenance other than previously listed per-diem costs;
  - f) merchandise or souvenirs;
  - g) medications purchased while travelling; or
  - h) room service or mini-bar snacks in excess of the per-diem allowances.
- 6.04.07 Extra expenses incurred by AUSU as a result of travellers missing flights or other bookings may be billed to the traveller if a sufficient explanation has not been supplied.
- 6.04.08 If, during travel, an emergency occurs the traveller should immediately contact the Executive Director who will make arrangements for emergency accommodations, travel, or other requirements on the AUSU credit card. Only if the Executive Director cannot be contacted should the traveller pay for such expenses out of pocket.
- 6.04.09 Travel expenses incurred for travel to Athabasca University meetings will normally be covered by the university, but this must be clarified before travel is booked.

## **POLICY HISTORY**

Original Approval Date: November 15, 2006

Updated Date: July 4, 2011

Mandatory Review by Date: July 4, 2013