



## POLICY 6.04

### FINANCIAL MANAGEMENT

#### *Travel and Related Expenses*

#### **POLICY INTENT**

To outline the expenses that may be reimbursed by AUSU when councillors are travelling on AUSU business.

#### **POLICY RESPONSIBILITY**

Finance Committee

#### **POLICY**

- 6.04.01 All travel on behalf of AUSU requires the prior approval of the executive committee.
- 6.04.02 The executive committee, prior to approval of travel expenses, must ensure that there are sufficient funds remaining in the appropriate budget section.
- 6.04.03 Travel arrangements will be made by AUSU staff whenever possible, using the most economic means within reason.
- 6.04.04 All travel arrangements must be coordinated with AUSU staff in a timely and efficient manner and the individual must fill out an AUSU Travel Form. Last minute bookings shall be avoided and at least two weeks notice provided whenever possible.
- 6.04.05 Personal travel arrangements made outside of the required AUSU travel bookings are allowed, but any additional costs must be covered or reimbursed to AUSU by the individual and must be coordinated with AUSU staff.
- 6.04.06 All personal travel reimbursements to AUSU must be made within 30 days of the travel date. AUSU reserves the right to deduct the individual's payroll to cover overdue reimbursements.
- 6.04.07 Advance payment of meal allowance and incidentals may be requested and must be approved by the executive committee.
- 6.04.08 The following rates will apply for travel expenses,
  - a) personal automobile - \$0.48/km to cover gas and maintenance as shown on Google maps;
  - b) meal allowance of up to \$65 per full day of travel, with a full day being defined as more than 10 hours spent away from home; and
    - i. breakfast - \$15/day;
    - ii. lunch - \$20/day; and

iii. dinner - \$30/day

The above meal allowance includes all gratuities and taxes. The meal allowance will not be paid for meals included in conference fees.

c) Incidentals - \$15/day. Covers expenses for days that include overnight travel.

6.04.09 An AUSU expense reimbursement form, with receipts for those items that require a receipt, must be submitted to the Executive Director in accordance with the Policy 6.03 Financial Management: Expense Claims, to receive reimbursements for any of the following expenses:

- a) meals, incidentals, and personal as described in section 6.04.05
- b) charges for communication such as telephone calls, Wi-Fi, or printing;
- c) parking and/or taxi fees; and
- d) other necessary and unavoidable expenses.

6.04.10 AUSU will not reimburse travellers for the following regardless of receipts:

- a) family, pet, or home care;
- b) entertainment or gifts;
- c) alcohol, including that purchased with meals;
- d) expenses for persons other than the traveller;
- e) personal vehicle maintenance other than previously listed per-km costs;
- f) merchandise or souvenirs;
- g) medications purchased while travelling;
- h) room service or mini-bar snacks in excess of the per-diem allowances; and
- i) damage to accommodations, loss of personal items, or other extraordinary travel expenses.

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.

6.04.11 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.

## **RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS**

### **This Policy References**

Policy 6.03 Financial Management: Expense Claims

### **This Policy is Referenced by**

Policy 6.03 Financial Management: Expense Claims

### **Forms**

Expense Reimbursement Form

## **POLICY HISTORY**

Original Approval Date: November 15, 2006

Last Review Date: October 11th, 2018

Review by Date: November 2020