



## **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**

##### **Administration of Awards**

- 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, with two (2) weeks' notice being provided whenever possible.
- 6.04.05 In the event that a car rental is unable to be booked directly by Staff through the corporate account, but rather the individual travelling, the booking arrangements will be coordinated between the traveller and the Staff in a similar manner within this policy. In these circumstances, the traveller will ensure that car rental insurance and roadside assistance coverage is purchased as part of the rental agreement.
- 6.04.06 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.
- 6.04.07 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.
- 6.04.08 Advance payment of meal allowance and incidentals is preferred and must be approved by the Executive Committee.
- 6.04.09 The following rates will apply for travel expenses:
  - a. personal vehicle - \$0.59/km, to cover gas and vehicle maintenance;

- b. meal allowance of up to \$75 per full day of travel, with a full day being defined as more than 10 hours spent away from home; which includes the following meal per diem breakdown:
  - i. breakfast - \$20/day
  - ii. lunch - \$25/day; and
  - iii. dinner - \$30/dayThe above meal allowance includes all gratuities and taxes. The meal allowance will not be paid for meals included in conference fees; and
- c. Incidentals - \$15/day. Covers expenses for days that include overnight travel.

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

- a. text meals, incidentals, and personal;
- b. charges for communication such as telephone calls, Wi-Fi, or printing;
- c. parking and/or cab fare; and
- d. other necessary and unavoidable expenses.

6.04.11 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, as determined by council, if a sufficient explanation has not been supplied.

6.04.12 If an emergency occurs during travel, the traveller should immediately contact the Executive Director who will make arrangements for emergency accommodations, travel, or other requirements. Only if the Executive Director or other AUSU corporate credit card holder 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 Expense Claims

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

Policy 6.03 Expense Claims

## **POLICY RESPONSIBILITY**

Council

**POLICY HISTORY**

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