

Travel Policy

Policy owner: Vice-President Operations and Finance

Audience: Members

Approved: Meeting (Meeting, October 8th, 2014)

Last Reviewed:

Review Schedule: August 2016

1 - Introduction

This policy is designed to provide a consistent structure for managing travel related activities of the organization. It provides guidelines for how to plan trips and how to manage associated expenses. It also outlines what sort of travel costs may be reimbursed and to what extent they may be reimbursed.

2 - Definitions

- **Sundries** - toiletries, newspapers, laundry, etc.

3 - Policy

3.1 - Criteria for travel authorization

All travel authorized must be for the purpose of Students' Union business. It must also respect the following criteria;

1. Board travel must be authorized by a majority vote of the Board of Directors. All board travel shall be deemed to be of material or promotional interest to the Students' Union.
2. Executives and Employees of the Students' Union are authorized for budgeted travel and must receive the prior authorization of the Vice-President Operations and Finance or the President. Unbudgeted travel must receive prior approval from the Board of Directors.

3.2 - Rules Governing Travel Expenses

The following rules apply when travelling on behalf of the Union;

1. A complete accounting of any trip made by any Executive shall be kept and made available upon request by any of the other Executive or the Board of Directors.
2. The Students' Union shall only pay for the travel expenses, lodgings, meals, and sundry items of the Executive.
3. Land travel shall be reimbursed at the rate of \$ 0.42 per kilometer when traveling by personal car up to a maximum of 1500 kilometers. Car rentals and related expenses shall not exceed budgeted approval, including daily rental, gas, and kilometer charge. Bus riders shall have their bus fare fully reimbursed. In the event that one or more representatives of the Union are traveling to the same meeting by ground travel, only one person per vehicle that is being reimbursed shall claim travel costs.
4. When Booking Airfare, Coach or economy class is to be used unless special discount fares are offered that are below coach or economy fare. Any other class of fare must

be approved by the Executive Committee and be reported to the Board of Directors if it makes the trip more expensive.

5. The traveler is expected to seek hotel accommodations that are comfortable, convenient, meet business and personal needs, and offer good value. When appropriate and applicable, representatives of the Union shall stay in accommodations provided by the host organization. If members stay with a host family or in a non-commercial venue, they may reimburse the hosts up to \$50/night for expenses incurred.

3.3 - Per Diems

The per diem rates for meals while traveling are as follows:

Meals

Breakfast \$10.00
 Lunch \$14.00
 Supper \$28.00
 Total \$52.00

The per diems are the maximum normally allowed to traveler. Travelers are not eligible for these per diems if meals are provided at the event. Daily meal expenditures that are in excess of the above will be recognized only if supported by original receipts, and if reasonable for the location. Such additional expenses must be reported to the Board of Directors. *Per Diems* may only be claimed if no other organization is providing the Traveler a *Per Diem*.

An additional \$10.00 per day may be added to the per diem rate for each day the traveler is required to be away from his/her normal place of residence, to cover actual costs of sundries.

Entertainment expenses when travelling must be supported by receipts and a statement of those entertained and the reason. Decisions about the reimbursement of entertainment expenses shall be made by the Board of Directors.

3.4 - Reporting

Any traveler to a conference, networking or training event must provide a full report of the experience to the Board of Directors. This shall typically be done by creating a written document and forwarding it to the Board. If the member wishes they can also present the report to the Board of Directors at a regularly scheduled meeting. The report shall include the following;

1. the purpose, location and length of the conference/meeting, including dates
2. the activities of the conference/meeting, including what activities the traveler attended and contributed to, and what speakers, or organizations presented at the conference/meeting
3. specific examples of skills, knowledge, or information the traveler gained
4. recommendations for future attendance at the same or similar meetings
5. a detailed itemization of any costs incurred to URSU
6. if possible; photos, quotes, resources and other media that can be used to create a blog post for the URSU website

3.5 - Roles and Responsibilities

Traveler

Travelers with the University of Regina Student's Union shall;

- accurately complete reports
- avoid over-spending where possible
- follow the travel policy

4 - Consequences for Noncompliance

If members fail to abide by the travel policy (including failing to create acceptable reports) or incur travel expenses that are deemed unreasonable by the Executive Committee or the Board of Directors then they may not be reimbursed for those expenses.