

Travel Reimbursement Policy

Approval Date: June 21, 2018

AASUA will reimburse its members for the cost of approved travel expenditures when travelling on AASUA business. Members traveling on behalf of the AASUA are required to use the most cost effective means for air and ground transportation, hotel accommodations, meals and other related travel expenses. All travel claims are to be supported by original receipts and submitted to the Association Office within 30 days of travel accompanied by a completed travel expense claim form.

Air Travel

- (a) Air travel can be booked through the Association Office or may be booked directly by the member.
- (b) Air travel shall be booked and reimbursed at the lowest reasonable fare that facilitates travel.
- (c) One checked bag to and from the travel location will be reimbursed.
- (d) Air travel for the CAUT delegate to attend Council meetings must be booked through CAUT's travel agency, W.E. Travel Services Ltd.

Ground Transportation

- (a) Charges for rail, bus, taxi, limousine, rental vehicle, and personal vehicle usage, including parking fees and tolls, where the usage facilitates travel to/from the intended business, will be reimbursed.
- (b) Reimbursement for personal vehicle use will be at the current CAUT per kilometer rate.

Accommodation

- (a) Hotel accommodation shall be reimbursed at single occupancy rates. Members can either book through the Association or directly.
- (b) Individuals staying with friends or relatives shall be entitled to claim a per diem charge of \$20 in lieu of hotel costs.

Meals

- (a) Claims based on standard Association per diem rates need not be supported by receipts.

- (b) Meal charges shall be reimbursed at actual expenditures up to reasonable rates, including gratuities. Reasonable claims for wine or beer shall be reimbursed.
- (c) Banquet charges or other extraordinary expenses shall be specifically noted on claims.

Insurance

- (a) The Association maintains liability and travel insurance for a certain range of Officers and staff. The people covered are determined in the summer of each year. The range of risks insured can also vary somewhat from year to year, so all those travelling on Association business should, at the beginning of each travel year, inform themselves of whether they are covered and for what they are covered. For those who are covered under the Association's policy, no other travel insurance charges shall be reimbursed.

Anyone travelling on Association business who is not covered by the Association's insurance coverage, should ensure that s/he has adequate travel insurance coverage arranged, the costs of which will be reimbursed by the Association.

- (b) Rental automobiles shall only be booked through the Association, in advance of any travel.

Miscellaneous

- (a) Gratuities shall be reimbursed at reasonable rates, and shall be indicated on receipts.
- (b) Long distance telephone charges or other charges for communications (e.g., internet) made for business reasons shall be identified and shall be reimbursed. For stays of more than twenty-four hours, personal calls to family shall be reimbursed at a maximum frequency of one call per twenty-four hours.
- (c) Laundry, valet, and other personal charges shall normally not be reimbursed. Special circumstances shall be identified on the claim and may be reimbursed.
- (d) Unreceipted incidental expenses may be claimed to a total of \$15 per day.

Entertainment

- (a) Entertainment charges (i.e., the cost of entertaining persons other than just the claimant) may be claimed by the Executive Director or Officers where the entertainment function is related to the purpose of the travel. Other members shall obtain advance approval from the President or Executive Director, or identify the events and purpose of the expense in detail on the travel claim.
- (b) All entertainment charges are either to be itemized on the claim form or as an attachment to it.

- (c) Entertainment expenses for the claimant only shall not normally be reimbursed.

Travel Claim Procedures

Travel Claims

- (a) Except for per diem and incidental expense claims, receipts shall be attached to the [expense claim form](#) for all expenses.
- (b) Claims shall be made in Canadian funds. Expenses from other countries shall be shown in the local currency and the appropriate exchange rate shown. (The AASUA office will assist in obtaining official exchange rates.)
- (c) The passenger's copy of the airline ticket shall be attached even though the ticket may have been purchased through the Association.
- (d) Extraordinary items or deviations shall be explained on the claim or in a separate letter.

Approvals

- (a) Expense claims shall be checked by the Executive Director for completeness and accuracy.
- (b) Expense cheques shall be signed by two signing authorities. Extraordinary expenses may be approved by the signing authorities.
- (c) No signing authority shall sign or authorize a cheque made out to him or herself.

[Expense Claim Form](#)