
Type:	Financial	Created:	July 2010
Adopted by:	Board of Directors	Last Amended:	June 2015
Executive Responsibility:	Director of Internal Relations	Procedure:	20.05-01

PREAMBLE:

The Students' Union will reimburse its employees and Board members for reasonable travel and other expenses incurred while on Students' Union business, approved in advance. In keeping with the Students' Union's status as a member-funded organisation, it is the responsibility of each employee and Board Member to exercise good judgment and moderation with reference to such expenses.

STATEMENT:

1. Air and Train Travel Expenses

Air and train travel will be booked in advance for approved travel and will be reimbursed on the lowest available rates for economy class. For travel outside of Canada, appropriate travel and medical insurance will be reimbursed with original receipts and policy outlines. Trip cancellation insurance will be purchased for all approved air and train travel.

2. Ground Travel

Those traveling to complete Students' Union business shall use the most economical form of ground transportation to facilitate their schedule. Fees, insurance and gas for rental vehicles will be reimbursed if approved travel does not accommodate the use of personal vehicles or public transportation. Rates for reimbursement for use of personal vehicles shall be established in procedure.

3. Ferry Travel

The Students' Union will provide reimbursement for the cost of ferry travel, including vehicle costs and reservation fees. Those traveling by ferry on Students' Union business shall be expected to travel as walk-on passengers whenever possible and economical.

4. Meals and Incidental Expenses

The Students' Union will provide a per diem to compensate those traveling on Students' Union business for the cost of meals and incidental expenses without the need to present

receipts. Where meals are provided at conferences and meetings, a reduced per diem rate will be provided. Per diem rates will be pro-rated for partial days.

5. Accommodation

Accommodation costs will be reimbursed for approved travel provided those traveling on Students' Union business explore all accommodation options (billeting, hostel, residence, hotel) to secure the lowest rate for acceptable accommodation.

6. Cell Phones

The Students' Union will provide reimbursement for cell phone costs incurred by Board members holding an Executive or Advocacy Portfolio, including the member serving as the Provincial Executive Representative, and employees who require a cell phone for the completion of their job duties. Reimbursement will be provided for voice, data and long distance plans. Reimbursement will only be provided to those Board members who submit their work report for the associated month.

7. Childcare

The Students' Union will provide reimbursement for monthly childcare costs incurred by Board members holding an Executive or Advocacy Portfolio of up to five percent (5%) or \$50, whichever is less. Reimbursement will only be provided to those Board members who submit their work report for the associated month. Those Board members incurring specific childcare costs due to travel, or attendance at extraordinary meetings, shall be entitled to additional childcare reimbursement.

Childcare cost reimbursement for staff members shall be covered by the Collective Agreement.

8. Non-Allowable Expenses

The Students' Union will not provide reimbursement for such personal expenses as entertainment, movie rentals, toiletries, alcohol, penalties and fines. Travel expenses of spouses/partners are non-allowable expenses. The cost of personal phone calls over and above approved cell phone reimbursement rates are non-allowable expenses.

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