



# boabc

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<b>TITLE:</b> EXECUTIVE MEETINGS - TRAVEL & RELATED EXPENSES 2.1
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**DATE APPROVED:** April 22, 2007    **SIGNED:** Frankie Victor (Secretary)

**POLICY:**

The purpose of this policy is to set out the expenses which may be claimed by elected Executive members who must travel outside their own Zone for the purpose of attending Executive meetings, not held in conjunction with the Annual Conference. *Refer also to Policy 6.5 pertaining to Alternate Zone Directors and Policy 2.5 pertaining to travel expenses for appointed Members of Executive.*

**Travel:**

- (1) Economy class air travel is the normal method of transportation except for short trips or where the use of a private vehicle is more economical.
- (2) Air travel arrangements are to be made far enough in advance of a meeting, where possible, to take advantage of any discounts available. Where a discounted fare is obtained, trip cancellation insurance should be considered, and the cost of such coverage may be claimed as a travel expense.
- (3) Where traveling by private vehicle is not more economical than air travel, the maximum amount payable for the use of a private vehicle (including extra meal or accommodation expenses attributed to the use of the vehicle), shall be the applicable economy air fare, plus related ground transportation costs.
- (4) Where travel is by private vehicle, an allowance of 47.5 cents per kilometer may be claimed subject to Item #3 above.
- (5) Taxi, airport shuttle, car rental, ferry and parking may be claimed, provided they are appropriately justified. Claims in excess of \$10.00 per day must be supported by receipts.

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**Accommodation:**

- (1) Claims for commercial accommodation must be supported by receipts. Hotel/Motel costs shall include business telephone charges and only emergency personal calls will be reimbursed.
- (2) If a government rate is available, the Executive Member shall ensure that this rate is applied at the time of registration.
- (3) Where and Executive Member makes private arrangements for overnight accommodation, rather than staying in commercial accommodation, an amount of \$30.00 per night may be claimed without receipts.

**Meals & Incidentals:**

- (1) For each full calendar day on travel status, an Executive Member may claim a composite allowance of \$60.00.
- (2) Where a full calendar day is not involved, an Executive member is entitled to claim as follows:

Breakfast.....	\$12.00
Lunch.....	\$15.00
Dinner.....	\$25.00
Incidentals.....	\$ 8.00
<b><i>TOTAL.....</i></b>	<b><i>\$60.00</i></b>

**Claims:**

- (1) Claims for expenses shall be made out on the appropriate BOABC Expense Claim form, as amended from time to time.
- (2) There shall be no pyramiding of any travel or related expenses.

**POLICY OBJECTIVE:**

To ensure that those Executive Members who must travel to attend Association Executive meetings where expenses are not covered by the Executive Member’s employer, are reimbursed for such related expenses.

**POLICY JUSTIFICATION:**

It is important for Executive Members to attend the minimum scheduled Executive meetings, and this attendance must not be jeopardized by the member being unable to recover expenses from their employer.