

## Travel and Related Expenses

### Policy:

- The Students' Association shall pay for necessary and approved travel for such things as conferences, retreats, and off campus meetings which are deemed to be of benefit to the Students' Association.
- Travel requires the prior approval and discretion of the Students' Association Council or Executive Council. All expenditures must be accompanied by a Travel Claim Form.
- Travel arrangements will be made with due regard to fiscal responsibility and convenience.
- The following rates of reimbursement will apply:
  - Economy airfare or .35 cents per kilometre car expense for all trips over 25 kilometres round trip;
  - Type of accommodations shall be agreed to prior to departure and shall be paid for as agreed.
  - Reasonable actual expenses in excess of the above rates and supported by receipts may be paid if approved by Students' Council.
  - A meal allowance, up to \$35.00 per day will be given to ASC members away on business. Receipts are required for reimbursement. The appropriate meal allowance is as follows:
    - ◊ Breakfast        8.50
    - ◊ Lunch                10.50
    - ◊ Dinner               16.00
    - ◊ The above meal allowance includes an amount for gratuity and tax.
  - A meal allowance will not be paid for meals included in delegate fees. For the first and last day of an ASA trip, meal allowance will be given based on the following:
 

<b>FIRST DAY</b>	
<b>Departure Time</b>	<b>Meal Allowance</b>
Before 11 am	35.00
11 am - 2 pm	26.50
After 2 pm	16.00
<b>LAST DAY</b>	
<b>Departure Time</b>	<b>Meal Allowance</b>
Before 11 am	35.00
11 am - 2 pm	26.50
After 2 pm	16.00
  - Purchases of alcohol and/or entertainment will not be reimbursed by the ASA.
- Receipts must be submitted to the Executive Director for approval in order to receive reimbursements for:
  - charges for official long distance phone calls
  - parking and taxi fees
  - personal and additional expenses not directly related to travel expenses.

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- All receipts must be submitted to the Executive Director within two (2) weeks from the date of the travel/conference. If receipts are not submitted within this time, the member will not be reimbursed for expenses (less mileage or meal allowances).
- The individual is required to submit a written report to Council within thirty (30) days after attending a conference or special meeting for which travel expenses have been incurred. Failure to do so may result in a request of the individual by Council to reimburse the ASA for funds expended on the individual's behalf.