



Student Union Society
Travel Expenses Policy

EFFECTIVE: May 28 2004

AMENDED: October 28 2014

AUTHORITY: Finance Committee

RATIFIED BY: SUS Board of Directors

RELATED DOCUMENTS - Conference Policy

Purpose

This policy is to outline the reimbursement of approved expenses of Directors and Staff travelling on Society business.

1.0 General Rules and Guidelines

1.1 This policy applies to all SUS travel expenses, regardless of the purpose (i.e. Board Meetings, Conferences, Workshops, etc.)

1.2 Travel approval will be subject in each case to the availability of funds budgeted for this purpose.

1.3 Travel expenses are allowable for directors, employees, and other claimants approved by the Vice President Internal only.

1.3.1 Directors who are not issued a UFV Parking Pass can be reimbursed for their UFV parking costs related to verified Society business.

1.3.2 Receipts are required for all travel expenses (including but not limited to parking, air, rail, taxi, and/or public transportation) except for personal mileage reimbursement.

1.4 Travel expenses paid for by the Society shall not be used by the claimant for income tax purposes.

1.5 Travel expenses paid for by the Society shall not be used for a claim to any other organization. Travel expenses paid by another organization shall not be reimbursed by the Society.

1.6 Each travel claim must be submitted within two calendar weeks after the month in which the expense was incurred. No appeals will be granted.

2.0 Automobile Travel

2.1 Mileage reimbursement will be paid at a rate of \$0.42 per kilometer, in accordance with Appendix A.

2.1.1 Mileage reimbursement is limited to \$300 per calendar month unless otherwise approved by the Executive.

2.2 When multiple people travel together in a privately owned automobile, reimbursement at the current mileage reimbursement rate can be claimed by the vehicle owner only. Passengers may not claim a mileage reimbursement.

2.3 Mileage reimbursement will not be granted for travel between the Abbotsford and Chilliwack campus for Society Business unless extenuating circumstances prevent use of the shuttle service.

2.3.1 This clause does not apply to persons with a registered disability.

2.4 Mileage reimbursement will not be authorized for days when the claimant has class or other non-Society business in the same location.

2.5 Fines for parking or other violations are not allowable expenses.

3.0 Food Expenses

3.1 A per diem for food may be claimed up to a maximum of \$50/day when away on a multi-day business trip.

3.2 A per diem for food may be claimed when away on a single-day business trip in accordance with the following:

3.2.1 One meal may be claimed if the business trip exceeds five (5) hours in length.

3.2.1.1 Breakfast, if time away includes 6:00am to 8:00am, up to \$12

3.2.1.2 Lunch, if time away includes 12:00pm to 2:00pm, up to \$16

3.2.1.3 Dinner, if time away includes 6:00pm to 8:00pm, up to \$22

3.2.1.4 If time away includes two ranges, but does not exceed the time stated in 3.2.2, only the smaller of the amounts may be claimed.

3.2.2 An additional \$10 may be claimed when the business trip exceeds eight (8) hours in length.

3.2.3 The full per diem of \$50 may be claimed when the business trip exceeds twelve (12) hours in length

Appendix A

Reimbursement will be calculated based on the actual distance driven, except for travel between UFV campus cities, which will be calculated based on the below table.

MILEAGE BETWEEN UFV CAMPUSES		
FROM	TO	DISTANCE
Abbotsford	Canada Education Park	33.8 km
Abbotsford	Chilliwack North	31.1 km
Abbotsford	Mission	16.8 km
Abbotsford	Hope	82.6 km
Canada Education Park	Chilliwack North	7.1 km
Canada Education Park	Mission	46.8 km
Canada Education Park	Hope	58.4 km
Chilliwack North	Mission	43.7 km
Chilliwack North	Hope	54.1 km
Hope	Mission	95.3 km