

# Travel Expenses Policy



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AUTHORITY: Board of Directors

RATIFIED BY: Board of Directors

RELATED DOCUMENTS

Conference Policy

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

## 1. General Rules and Guidelines

- 1.1 Travel approval will be subject in each case to the availability of funds budgeted for this purpose
- 1.2 Travel expenses are approved by the Vice President Internal (VPI)
  - 1.2.1 Directors who are not issued a UFV Parking Pass can be reimbursed for their UFV parking costs related to verified Society business
  - 1.2.2 Receipts are required for all travel expenses except for personal mileage reimbursement
- 1.3 Travel expenses paid for by the Society shall not be used by the claimant for income tax purposes
- 1.4 Travel expenses paid for by the Society shall not be used for a claim to any other organization
  - 1.4.1 Travel expenses paid by another organization shall not be reimbursed by the Society
- 1.5 Each travel claim must be submitted within two calendar weeks after the expense was incurred
  - 1.5.1 No appeals will be granted
  - 1.5.2 Copies of original receipts will not be accepted

## 2. Automobile Travel

- 2.1 Mileage reimbursement will be paid in accordance to current Canada Revenue Agency rates
- 2.2 When multiple people travel together in a privately owned automobile, reimbursement can be claimed by the vehicle owner only
- 2.3 Mileage reimbursement will not be granted for travel between the Abbotsford and Chilliwack campuses
- 2.4 Fines for parking or other violations are not allowable expenses

## 3. Food Expenses

- 3.1 A per diem for food may be claimed up to a maximum of \$60/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 to the following:
  - 3.2.1 One meal may be claimed if the business trip is between five and eight hours in length, according to section 3.3



3.2.2 Two meals may be claimed if the business trip is between eight and twelve hours in length, according to section 3.3

3.2.3 All three meals may be claimed for single day trips exceeding twelve hours in length

3.3 Meals amounts are as follows:

3.3.1 Breakfast, if time away includes 6:00am to 8:00am, up to \$15

3.3.2 Lunch, if time away includes 12:00-2:00pm, up to \$20

3.3.3 Dinner, if time away includes 6:00-8:00pm, up to \$25

3.4 If time away includes multiple ranges but does not qualify for all three meals, the smaller amounts will be claimed

3.5 Receipts do not need to be submitted for per diems

3.6 Per diems cannot be claimed for UFV hosted conferences

