

## **VOLUNTEER TRAVEL AND EXPENSE REIMBURSEMENT POLICY**

### **INTRODUCTION**

This policy provides guidance for the reimbursement of expenses incurred by board members for and during attendance at board sanctioned conferences.

### **GENERAL GUIDANCE**

CALA will reimburse expenses within the following parameters:

1. Economy Airfare to and from conference location, including lowest cost seat selections for passenger comfort as required.
2. Transportation or parking costs as required for travel from home/office to airport and return.
3. Airline baggage fees to and from - One checked regular size bag.
4. Transportation costs to and from Hotel and Airport and any other organized meetings away from the conference location.
5. Standard Hotel Room Charges for the night before and the last night of conference attendance.
6. In lieu of individual meal allowances and to avoid restrictions to restaurant choices in the city of travel, a maximum \$100.00 USD per day allowance for meals and beverages for each "full" day of travel or conference attendance is permitted. All participants are encouraged to attend all conference sessions, including provided meals, but in some cases provided meals cannot be attended and, not all meals are generally provided, so the daily maximum allowance is not restricted by meals included in conference registration.
  - (a) Appropriate consideration will be given to any currency exchange issues as and when necessary.
  - (b) "Partial" travel days should be given reasonable consideration for required meals on those days.
7. Expenses must be submitted using the CALA Expense Reimbursement Form. All receipts for all expenditures, including meals, are required and, if necessary, converted to Canadian currency. Conversion rates can be from a variety of sources: 1) when using your credit or debit card, your card statements can be used. 2) when using cash, you can use either the rate provided on the receipt when you purchased the foreign currency or from the website: [www.xe.com](http://www.xe.com) for the day of the purchase.
8. Completed signed expense forms should be submitted via email to the Treasurer in one PDF document and include copies of all receipts or credit card statements outlining the requested expenses. There are times when receipts are not provided and in those cases, please provide a detailed written explanation along with the related card statement or printout displaying the purchase.
9. Exclusions from allowable claims for reimbursement include:

- (a) Travel Insurance costs (cancellation, health, etc.);
- (b) Personal outings, excursions & entertainment; and
- (c) Personal transportation costs for any personal outings that do not include all, or the majority of participants.