

## **TRAVEL POLICY**

May 2018

### **Purpose**

This policy establishes the principles, rules, practices, roles and responsibilities governing travel for fmi\*igf. This policy recognizes that travel is a necessary component of fmi\*igf business function.

### **Scope**

This policy applies to all National Board of Director members, National staff, Chapter Presidents, and Chapter Advisory Committee Chair, or duly appointed Chapter representatives, traveling to attend fmi\*igf events/meetings.

### **Process**

#### Authority & Approvals

All travel must be authorized in advance, whenever possible. Travel without pre-authorization may not be reimbursed by fmi\*igf. All travel is subject to budgetary restrictions and approvals and must adhere to this policy. Exceptions must be approved by the President or Secretary-Treasurer.

In advance of the fiscal year, all anticipated travel for the fiscal year will be documented and presented to the National Board of Directors for review and pre-approval. A formal review of travel may be conducted quarterly. In the event that unexpected and unapproved travel is required by the CEO and the budget is available, an email will be sent to the President and the Secretary-Treasurer for notification. In the case of unapproved travel for fmi\*igf staff, authorization will be required from the CEO and is subject to budgetary restrictions. Travel may be authorized via email or written notification.

Additional travel requested by the fmi\*igf President must be approved by the Vice President and Treasurer/Secretary.

The following travel is pre-approved and authorized in the following manner:

- For **regular local meetings** requiring travel for National staff in the fmi\*igf headquarters area, bulk travel amount may be pre-approved.

- **PSMW and PD Week:** Approval for travel is authorized via an invitation to participants sent on behalf of the President of the Board. In the case where an alternative is to be sent, the President, the Secretary-Treasurer and the CEO of fmi\*igf are to be notified by email with the name and position of the individual attending. Travel, to the events and meetings, is approved for:
  - Chapter Presidents or duly appointed Chapter representative;
  - fmi\*igf National Board of Directors;
  - fmi\*igf National staff; and
  - Chapter Advisory Committee Chair
- **National Board of Director Meetings:** The fmi\*igf President may request meetings of the Board of Directors and guests at his/her discretion as required. Approval to travel is authorized via an invitation to participants on behalf of the President of the Board.
- **Regional Chapter Meetings:** The Regional Director may call one (1) face to face meeting per year of the Regional Chapter Presidents or their duly appointed representatives. Approval for travel is authorized for the Regional Directors. The travel costs for the Chapter Presidents or their duly appointed representative will be covered by their Chapter. Chapters requiring assistance may apply for funding through the Chapter Development Fund. A carbon copy of the invitation to the Chapter Presidents is to be sent to the Secretary-Treasurer and President.
- **Association of Government Accountants (AGA) Meeting:** Travel to the AGA meeting and conference is approved for up to four (4) individuals and includes: the President, The Vice-President, the CEO of fmi\*igf and the PD Week Vice-Chair, or a duly appointed alternative to any of the above, as approved by the President. Approval to travel is authorized via an invitation to participants on behalf of the President.

Board and Chapter representatives traveling on behalf of fmi\*igf are expected to request travel funds from their respective employers. In the event that funding of travel is denied by the employer, or only partially funded, fmi\*igf will subsidize the travel in accordance with this policy.

In instances not covered by this policy or in unusual circumstances, the traveler and the approver should apply judgment to ensure that the expense is reasonable under the circumstances. Travelers should refer questions to approvers. If the approver is unsure, he or she should consult with Secretary-Treasurer or the President. Any unapproved, incremental costs will be the responsibility of the traveler.

Exceptions to this policy and procedures can be made by the President or Secretary-Treasurer. All such exceptions must include authorized, documented approval for audit purposes. The approval documentation must be included with the travel expense claim form. Users must consider the most economical and practical means of travel, considering time requirements,

#### Air travel

Travellers are expected to book economy class airfare. The following criteria is suggested to realize lowest available airfare:

- Flight's departure/arrival time is within twenty four hours of the meeting/conference time;
- One stop or connecting flights should be considered when savings of \$250 or more can be realized;
- Travelers should not specify a preferred carrier if a significantly lower cost fare is available.

Seat Selection: Standard advance seat selection charges (if applicable) are an allowable expense. Any other selection above the standard seat selection will not be reimbursed.

Baggage Fees will be reimbursed up to one bag per traveller. Additional baggage required for fmi\*igf related work will also be reimbursed.

Additional charges incurred for changes made to an existing travel itinerary will be at the expense of the traveller unless the request for the change was made by an authorized fmi\*igf representative for a reason directly related to fmi\*igf business. This will be assessed on a case-by-case basis.

The lack of availability of economy seats due to late travel arrangements which could reasonably have been avoided through better planning would generally not be viewed as adequate justification for non-economy travel.

Travelers may use personal frequent-flyer program miles to upgrade tickets provided there is no cost to fmi\*igf. fmi\*igf will not reimburse individuals who choose to use personal frequent-flyer miles to book travel or to upgrade their tickets.

Original receipts are required and would indicate the method of payment, the amount paid by the traveler, and the amount of taxes levied:

- For a paper ticket: customer portion of ticket identified as “Customer / Passenger Coupon” and / or “Not good for passage”
- For an electronic ticket: Receipt must identify the total amount paid and description of the service

If proof of payment is not indicated on the above items, additional proof of payment is required (i.e. a copy of credit card statement).

#### Rail Travel

In addition to air travel, users of this policy are encouraged to consider rail travel as an option, where applicable. Rail travel is permitted when it is the most economical consideration or is of equivalent price to other transportation means. Rail travel will also be considered if the user requests additional workspace, to do work, while travelling. Business class rail travel will be considered if deemed a requirement and is proven to be financially feasible.

Original receipts are required for reimbursement. The same guidelines for reimbursement apply as for air travel.

#### Taxis and other Local Transportation

The cost of taxis or other transportation to and from hotels, airports or railroad stations in connection with business activities is reimbursable. Airport parking over the long-term should be avoided. Alternative arrangements for travel to airports should be considered when airport parking charges would exceed the cost of a round-trip. Original receipts are required to be reimbursed.

## Personal Vehicle

It is recommended that a private (personally owned) vehicle be used for short journeys where this constitutes the most economical and effective means of transportation considering all factors such as costs, time constraints, itinerary etc. When the traveller uses a private vehicle for fmi\*igf travel, the traveller shall be reimbursed the kilometric rate in accordance with the [National Joint Council Travel Directive](#). Travellers shall be reimbursed for kilometers traveled based on Google Maps of equivalent.

For every day on which a traveller is authorized to use a private vehicle on fmi\*igf approved travel, the traveller shall be reimbursed the actual costs of parking the vehicle for that period of time.

Traffic fines (such as parking or traffic violation tickets) are not allowable expenses.

## Vehicle Rental

The choice of rental should be economical and practical, based on the business task and number of occupants. The standard for vehicle rental is economy sized vehicle. When rental is other than standard, a justification may be requested. The rental should be refuelled before returning in order to avoid higher gasoline charges imposed by the rental agency.

Traffic fines (such as parking or traffic violation tickets) are not allowable expenses.

Collision damage waiver coverage for the entire period that a vehicle is rented is required. This coverage is included with most credit cards. In the cases where the individual designated travel card is not used, the charges will be reimbursed to the traveller.

## Accommodation

Within Canada, the federal government [Accommodation and Car Rental Directory](#) will serve as a guide for the location and selection of accommodation. The standard for accommodation is a single room, in a safe environment, conveniently located and comfortably equipped. Any additional costs will not be reimbursed, such as upgrades or room service. The fmi\*igf negotiated rate for national events is acceptable. In those cases where the individual chooses a personal accommodation, [National Joint Council Travel Directive](#) will apply.

## Meals

A traveller shall be paid the applicable meal allowance for each breakfast, lunch and dinner while on travel status.

Meal allowances shall be reimbursed in accordance with the rates specified in the [National Joint Council Travel Directive](#) as applicable.

If members, who are on travel status, pay to attend a national-sponsored event which includes food, then the member can claim the appropriate per diem for that meal.

A meal allowance shall not be paid to a traveller with respect to a meal that is provided. In exceptional situations where a traveller has incurred out-of-pocket expenses to supplement meals provided, the actual incurred costs may be reimbursed, based on receipts, up to the applicable meal allowance.

## Other Reimbursable Expenses

A traveller who is required to travel on fmi\*igf business overnight shall be paid an incidental expense allowance as per the [National Joint Council Travel Directive](#). This allowance covers a number of miscellaneous expenses not otherwise provided for in this directive for each day or part day in travel status.

## TRAVEL REIMBURSEMENT PROCEDURES

In order for a Traveller to be reimbursed for their travel, all original receipts (Appendix A) must be submitted along with a complete Travel Expense (TE) Form (Appendix B).

To assist with processing, receipts and any other supporting documentation should be numbered and included in the "Voucher #" column on the TE for identification purposes.

If an original receipt cannot be provided for an eligible expense, the Traveller must prepare a note describing the expense details and the reason why the receipt was not included.

The TE must be submitted within 10 business days of the completion of the travel event. Late submissions will only be considered for special circumstances on a case by case basis. A scanned copy of the TE and all supporting documentation will be accepted for processing.

## **APPENDIX A**

The following support for reimbursement requests will be required for all expenses when applicable:

- Air transportation Airline receipt” coupon, copy of invoice
- E-Tickets Airline “receipt/itinerary”, charge card receipt when applicable
- Vehicle rental receipt (if applicable)
- Personal Vehicle kilometer based on Google map itinerary
- Original fuel receipts
- Lodging Itemized original hotel bill and charge card receipt (if applicable)
- Conference Agenda and/or meeting schedule excluding PD Week and PSMW
- Meals Itemized original hotel bill, charge card or restaurant receipt (if applicable name(s), position(s), company of the person(s) entertained and business purpose)
- Telephone, Fax, Internet Hotel bill or other communication charges

**Travel Expense Form**

**Name of Traveler:** \_\_\_\_\_  
**fmi\*igf Position:** \_\_\_\_\_  
**fmi\*igf Chapter:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_  
**Cheque Delivery Address:** \_\_\_\_\_

**Purpose of Travel:** \_\_\_\_\_  
**Destination of Travel:** \_\_\_\_\_  
**Departure Date/Time:** \_\_\_\_\_  
**Return Date/Time:** \_\_\_\_\_

For Office Use Only	Amount
Actuals Approved Date: _____	
Actuals Approved By: _____	
Date Posted in GL: _____	
Cost Center: _____	

**Expenses Prepaid by fmi\*igf**

	\$ -
	\$ -

**Allowance Expenses (Meals - April 1, 2017; KM - January 1, 2017)**

Mileage (KM) Employer Rate (Province of Residence)	Shade Actual Days Claimed						
	28	29	30	31	26	27	
Meal Allowance	S	M	T	W	Th	F	S
Breakfast 0014	S	M	T	W	Th	F	S
Lunch 0015	S	M	T	W	Th	F	S
Dinner 0016	S	M	T	W	Th	F	S
Incidentals 0012	S	M	T	W	Th	F	S
Private Accommodations 0006	S	M	T	W	Th	F	S

RATE	ACTUAL		Tax Amount
	QTY	TOTAL	
	-	\$ -	
\$ 17.15	-	\$ -	
\$ 18.05	-	\$ -	
\$ 45.95	-	\$ -	
\$ 17.30	-	\$ -	
\$ 50.00	-	\$ -	
<b>SUB TOTAL</b>		<b>\$ -</b>	

**Travel Based Expenses (Receipts)**

Merchant / Description	Actual	Tax Amount
Accommodations (Hotel) 0006		
Airfare / Train Fare		
Vehicle Rental 0007		
Fuel for Rental 0008		
Taxi / Bus 0007		
Tolls / Parking 0009		
Phone / Internet - Business Requiremen		
Other (Please Specify)		
Other (Please Specify)		
<b>SUB TOTAL</b>	<b>\$ -</b>	
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	

**Clarifications / Notes / Justifications**

\_\_\_\_\_

*I certify this is a true and correct statement of my expenses incurred on fmi\*igf business.*

\_\_\_\_\_  
**Traveler's Signature**                      \_\_\_\_\_ **Date**                      \_\_\_\_\_ **Approval Signature**                      \_\_\_\_\_ **Date**