



# **POLICY AND PROCEDURE MANUAL**

## **POLICY 3 – TRAVEL AND CONFERENCE**

### **Policy Intent**

This policy provides parameters for business travel and conference expenditures pertaining to the Humber Students' Federation (HSF). This ensures effective spending of HSF funds, as well as proper expenditure reporting. Travel and accommodation expenses for business purposes will only cover basic transportation and moderate accommodations.

Any HSF affiliate seeking reimbursement for incurred travel or conference expenses must follow the guidelines in this policy. In unusual circumstances, a final decision for reimbursement will be made at the discretion of the Board of Directors. In all other instances, reimbursement decisions will lie jointly with the HSF President and the Executive Director.

### **Policy Definitions**

**Travel Expense** – An expenditure incurred by an HSF affiliate while on authorized business travel for the HSF.

**Traveler** – Any individual authorized by the HSF Board of Directors, through the approval of the budget, who may travel for the purpose of HSF business.

**Travel Advance** – An approved amount paid to a *Traveler* in advance of incurring any expenditure. This requires an approved Travel Expense Form prior to the release of funds.

**Mileage Expense** – Refers to the distance between locations driven in an automobile, which has not been rented by HSF, in order to conduct HSF business.

**Home Campus** – Is the campus where the *Traveler* is employed *or* attending classes (in the case of HSF Directors).

**Guest** – Is any person or persons representing an outside organization that includes, but is not limited to, other student associations and Humber ITAL officials.

### **Transportation Guidelines**

- 1) In all instances, the most economical and efficient mode of transportation shall be used when traveling on HSF business. Should the *Traveler* choose another mode of

transportation they must receive approval from the Executive Director. The **Traveler** must provide documentation to show any advantage to alternative travel arrangements, when such arrangements are requested.

- 2) Travel is to be by the shortest route. Ground transportation will ordinarily be used. When air travel is justified, the economy airfare rate will be the amount paid. HSF affiliates may upgrade travel arrangements at their own personal expense.
  - a) The **mileage expense** rate for the use of personally operated automobiles, or vehicles, is \$0.40 per kilometer.
  - b) The **mileage expense** rate does not apply to rental cars paid for by HSF. All costs associated with rental cars, or vehicles, will be fully reimbursed.
- 5) The HSF does not take responsibility for any parking or traffic violations incurred by any HSF **Traveler** or **Guest**.
- 6) In travel situations where reasonable parking charges are incurred, reimbursement will be tendered to the **Traveler** or **Guest**, provided the appropriate receipts are retained.
- 7) HSF **Travelers** will not be reimbursed for travel expenses incurred for attending regularly scheduled HSF meetings at a **Home Campus**.
- 8) The HSF will reimburse a maximum of \$25.00 (one way) for transportation from personal residence to a Toronto departure terminal, and return from such a terminal to personal residence. The Executive Director will determine the specifics of these arrangements on a case-by-case basis.
- 9) Out-of-town travel expenses to or from transportation terminals and accommodations are acceptable. Other out-of-town traveling expenses should only be claimed if they are reasonably related to HSF business, at the discretion of the Executive Director.

### **Home Campus Travel Guidelines**

- 1) Travel from place of personal residence directly to any Humber ITAL **Home Campus** cannot be claimed as a travel expense. Similarly, travel from any Humber ITAL **Home Campus** directly to a place of personal residence cannot be claimed as a travel expense.

### **Conference Reports**

A written conference report, including all conference expenses, must be presented to the appropriate personnel within two (2) weeks of attending a conference.

Full-Time Staff	must give report to →	Executive Director
HSF Executive	must give report to →	Executive Director
Executive Director	must give report to →	HSF President

## **Meals While on Travel Guidelines**

- 1) Travel that spans a normal mealtime entitles the *Traveler* to reimbursements for such meals, if they are not provided. Advance approval must be received from the Executive Director for such said meals.
- 2) It is expected that normal meal expenses would not exceed \$50.00 (CDN) per day.  
Breakfast =\$8  
Lunch =\$12  
Dinner =\$30
- 3) In situations where these consumption guidelines are exceeded, reimbursement will be at the discretion of the Executive Director. In a case of the Executive Director exceeding the consumption guidelines, reimbursement discretion lies with the HSF President.

## **Accommodations Guidelines**

- 1) The duration, type, standards and cost of accommodation shall, in the opinion of the Executive Director, be reasonable considering all relevant circumstances.
- 2) HSF affiliates are expected to share accommodations, when reasonably possible, to cut occupancy costs.
- 3) The HSF will not be responsible for service-based hotel charges. This includes, but is not limited to, room service, long distance or local phone calls, movies or special services. The only exception will be a ten (10) minute per person per day phone call to the affiliate's place of personal residence.
- 4) Charges for telecommunications requirements may be claimed only when such communications are made for HSF business.

## **Entertainment Of Business Related Guests**

- 1) It is expected that entertainment of *Guests*, where justified, will be restricted to meal expenses at the same level as the HSF *Traveler*. When a *Traveler* pays meal expenses for a *Guest*, the *Guest(s)* must be identified. This expense should be identified separately on the Travel Expense Form and receipts are required.
- 2) The HSF may not be liable for the cost of entertainment of *Guests* unless previously approved by the Executive Director and/or the HSF President.

## **Receipt Guidelines**

- 1) The HSF will not be responsible for unapproved or falsified expenses.
- 2) Travel expenses must be submitted within two weeks of return date.
- 3) Dated, detailed receipts are required for all accommodations, registrations, transportation, and other unusual expenses where it is reasonable to expect a receipt to be produced.
- 4) Dated, detailed receipts are required for parking charges.
- 5) Dated, detailed receipts are required for meal expenses of *Guests* and *Travelers*.