

	Policy No.:  7	Approval Date: May 22 <sup>nd</sup> 2019  Created: May 10 <sup>th</sup> 2019  Last Reviewed:
<b>Title:</b>  <b>Travel and Related Expenses Policy</b>		
<b>Background &amp; Purposes:</b>  The Association believes that individuals acting in the service of the Association should be fairly reimbursed for direct expenses. At the same time, the Executive Board, the Association’s governing body, is conscious of the need to exercise effective stewardship of the members’ money, and to ensure that funds are not spent unnecessarily.		

**Application**

This policy applies to the following persons for travel under the following circumstances:

1. APSA Volunteers (e.g., committee or board members) traveling in connection with the Association’s mission for which travel expense reimbursement is approved by the President or the Executive Director, as applicable.
2. APSA Staff traveling in service connected with the Association, or approved by the Executive Director.

Travelers may request an expense form from the APSA staff.

**Eligible Expenses**

**1. Accommodation**

Wherever possible, the Association will arrange a master account or an APSA credit card payment for hotel accommodations. When this is not possible, full reimbursement will be made for accommodations at the hotel(s) designated by the APSA Office for the approved dates of the meetings based on the submission of receipts.

Every effort should be made to secure reasonably priced accommodations. Basic room rate, business expenses (e.g., wi-fi, printing, ect), and taxes will be covered: any room upgrades, entertainment, hospitality or extended stays are the sole responsibility of the traveler or subject to approval by the APSA Executive Director.

When travelers choose private accommodation (e.g. staying with friends, colleagues, or family) they may be reimbursed at an allowance rate per night as specified in [Appendix 1 of SFU's Policy AD 3.02 Travel and Business Expenses](#).

*As of 2019, the rate for private accommodation is \$35 per night.*

## **2. Transportation**

Travel must be the most direct and economic travel option, with due consideration to the effective use of the traveler's time. Acceptable travel modes include flights, private vehicle use, vehicle rental, taxi, train, bus, and other forms of public transportation. Where a person travelling on Association business selects routing or modes of transportation for personal reasons which result in additional cost, only the amount required to accomplish the Association business is reimbursable.

Full reimbursement of the cost of local travel from the point of public carrier to and from the local destination using shuttle service if available and convenient, or taxi if pressed for time or handling heavy baggage, based on the submission of receipts. Full reimbursement will be made for parking or in-town taxis, based on submission of receipts.

### **2.1 Private vehicles (mileage)**

Private vehicle usage will be reimbursed at the rate set by the Canada Revenue Agency each year. Mileage reimbursement will not exceed the cost of airfare.

*[As of 2019, the CRA rate is .58¢ per km](#)*

### **2.2 Travel between campuses**

For travel by car between campuses for Association business, SFU's "commonly used distances" will apply.

## **3. Meals**

While traveling reimbursement for meals, including gratuities, will be based on SFU's per diem rate (receipts not required) as specified in [Appendix 1 of SFU's Policy AD 3.02 Travel and Business Expenses](#):

*As of 2019, SFU's per diem rate is:*

- Full Day: \$57.00
- Breakfast: \$13.00
- Lunch: \$15.00
- Dinner: \$29.00

Meal receipts will not be accepted.

When traveling outside of Canada, per diem rates will default to SFU's policy.

Per diems will not be claimed when meals are provided by the event or meeting hosts.

Host meals will be expensed outside of this policy and within the Food and Beverage policy.

### **Currency Conversion**

For any expenses outside of Canada, proof of exchange rate used should be included with the expense form. This can be a credit card statement, or the Scotia Bank exchange rate for the date of purchase.

### **Time off, Vacation and Flexibility for Travel Arrangements**

APSA will advocate on behalf of its volunteers to the University to consider time away from work on Association business as work time. However, this will ultimately be at the discretion of the volunteer's supervisor.

Travelers may also extend the duration of travel to take advantage of reduced airfare. In this case, the Association will pay the additional hotel and meal costs, provided that the extra costs do not exceed the demonstrated savings. Evidence of savings is required with submission for reimbursement.

For APSA staff, duration of travel will be considered work time except for:

- Extensions of duration of more than 1 a day for travel savings; unless
  - o traveler will be working remotely during this time.
- Extensions of duration for personal reasons.

In these exceptions, staff may use vacation time.

### **Travel Advances**

Should travelers face financial hardship paying for travel expenses, they may request advance payment of expenses by APSA. In some circumstances, the Executive Director may approve a reimbursement advance for anticipated out-of-pocket expenses. Out-of-pocket advances will be provided immediately prior to travel.