

NUFA Policy - Travel Expense Reimbursement

Implementation date: December 4, 2019

Revision date: Review every 2 years

INTRODUCTION

This policy sets parameters for anyone travelling on behalf of NUFA, including members of the Executive, persons appointed by the Executive to represent the Association, and all NUFA administrative staff.

The fundamental principle underlying this policy is that individuals should not be out-of-pocket for necessary expenses while on NUFA business, providing such expenses are reasonable. NUFA will not be responsible for undue charges.

NUFA will pay return transportation, including airport transfers, taxi or public transit fees, necessary meals, hotel accommodation, dependent care expenses, and customary gratuities as noted below. Payment of expenses is contingent upon:

- Full attendance at the authorized meeting
- Submission of receipts
- Submission of a complete report on the event attended for circulation to the Executive
- Authorization by the Treasurer or NUFA President for the expenses incurred

Please note:

*All receipts should be attached to the NUFA expense claim form, with a date and your signature.

*When possible, the NUFA Executive Assistant shall book travel and accommodation.

TRAVEL

Airplane

NUFA will cover economy class flights and cost of a checked bag. Normally, arrangements will be made as early as possible. In no case will NUFA pay more than the regular/standard economy fare, or the lowest fare available. When booking select the option to change your flight for a fee (i.e. not basic with no option to change flight). For certain OCUFA and CAUT meetings travel is covered when booked with their travel agents. If the flight is not booked through OCUFA or CAUT receipts are required for flights and baggage fees.

Airport Transfers/ Public Transit / Taxi

As a general rule, when travelling between an airport and downtown, use an airport bus or train wherever possible. Taxi or ride share charges are allowable where necessary. Receipts required.

Train/Bus

Choose coach when possible. Business class train fare is acceptable, if it is equal or less than an economy class flight.

Automobile

If driving to a destination located over 300 km, car rental should normally be used. If it is necessary to travel using your own car, automobile expenses will be reimbursed at the rate of 0.58 cents per kilometer. Please provide total actual kilometers traveled between your point of departure and destination, as calculated by Google Maps.

*Please note: gas is not an eligible expense with mileage reimbursement.

Car rental

NUFA will pay the actual cost of a rental (mid-sized vehicle “standard”), including insurance, taxes and fuel. Receipts are required. If travelling during the winter, you may request an SUV rental, instead of a mid-sized vehicle.

Parking

Parking may be claimed where necessary. Receipts required.

Meals

Necessary meals are to be claimed at the actual amount paid. Gratuities for meals should be claimed with the meal and are part of the maximum allowable amounts. When one person submits a single claim for all members of a group travelling on NUFA business, a receipt must be submitted listing all the individuals in that group on the receipt. Where breakfast is included in the cost of a hotel room, or where meals are provided as part of a meeting, no separate claim may be made.

Effective January 1, 2020, the maximum, per person, for meal claims are:

Breakfast	\$ 17.00 (to 10:00 am)
Lunch	\$ 29.00 (11:00 am to 2:00 pm)
Dinner	\$ 48.00 (5:00 pm to 9:00 pm)
Sundry	\$ 17.00
Total Daily Maximum:	\$ 111.00

Accommodation

You are normally expected to stay in a hotel recommended by the sponsor of the event. When possible, reserve early using the lower conference rates arranged by CAUT, OCUFA or other. If you choose to stay in a private home, you may provide your hosts with a token of appreciation of \$35.00 per night. In no instance will NUFA pay any costs associated with billeting (including extra travel costs) if they exceed the cost of accommodation as suggested by the event sponsor.

Dependant Care

NUFA shall contribute toward dependent care that is required for a person to attend a conference and/or seminar on behalf of the Association that would otherwise not be paid for by the person (i.e., regularly paid for care). Receipts are required and must show the number of hours and the total amount paid. Maximum daily amount for a 24-hour period is \$100.00 to a maximum of \$300 per trip.

Miscellaneous

NUFA will not reimburse for any additional costs resulting from room upgrades or hotel services such as movies, mini-bars, laundry.

NUFA will not reimburse any premiums attached to upgrading from Economy fares for travel.

NUFA will not reimburse for vehicle towing or repairs, nor for tickets.

In the event that a traveler incurs costs for changing or cancelling a travel itinerary, those additional costs may be reimbursed partially or in full at the discretion of the Treasurer or President, provided that the traveler has made reasonable efforts to avoid or minimize such costs.

Cost comparison for 3 days of travel (Nov 2019)

Method of Travel	Toronto (~387 km)	Ottawa (~378 km)	
Car Rental	~ \$340 (\$60/day x 3 rental+ \$70 gas +\$30/day x 3 insurance, unlimited km)	~ \$340 (\$60/day x 3 rental+ \$70 gas +\$30/day x 3 insurance, unlimited km)	SUV ~ \$420 (80/day x 3 rental + \$90 gas + \$30/day x 3 insurance, unlimited km)
Personal Automobile 0.58 per kilometer	~ \$414.12	~ \$415.28	
Flight (1 month advance booking (Nov 2019, standard flight)	~ \$290.00	~ \$320.00	