

IUGA Travel Policy

1. GENERAL

1.1 Application

This policy governs the reimbursement of expenses from all funds administered by IUGA for reasonable expenses incurred by IUGA directors, members and IUGA Office management while on pre-approved IUGA business. The IUGA Board, through a majority vote, can amend this policy and may also allow one-time exceptions on this policy if circumstances so require.

1.2 Responsibilities and Approvals

- 1.2.1 The claimant is responsible for ensuring that claimed expenses are in accordance with IUGA policy and that Travel Expense Claim forms are properly prepared and submitted according to IUGA policy.
- 1.2.2 The claimant is responsible for retaining all original receipts and other required documentation while traveling on IUGA business. Visa slips only are unacceptable. If originals have been lost a “Lost Receipt Declaration Form” must be completed and attached to the claim.
- 1.2.3 The claimant must sign the completed Travel Expense Claim form, which signifies that amounts are claimed in accordance with this policy.
- 1.2.4 Travel Expense Claim forms must be approved by the person with signing authority (or his/her designate) over the account to which the claimed expenses are being charged, normally the Treasurer or Executive Director. In the case where the claimant has signing authority over the account, the claim requires approval of the person to whom the claimant reports or his/her designate.
- 1.2.5 The person who approves the Travel Expense Claim form is responsible for ensuring that the expenses are for approved IUGA purposes, are in accordance with IUGA policy, are charged to the correct general ledger account(s), and that sufficient travel funds are available in the account(s) to cover the claim. The process/payment of the reimbursement of the claimed expenses to the Claimant should be processed by a different person than the person who approves the Claim.
- 1.2.6 Direct billings from travel agencies cannot be approved by the traveler. The approval guidelines outlined in 1.2.3, 1.2.4, and 1.2.5 must be followed.
- 1.2.7 Expense reimbursement does not, in itself, constitute final approval. All transactions are subject to subsequent audit adjustment.

2. ELIGIBLE EXPENSES

- 2.1 All travel must be arranged using the most economical means considering all costs, including accommodation and meals en route while taking into consideration the purpose and urgency of the trip. It should generally be by the shortest, most direct route. Unless the nature of the trip renders it impractical, return tickets, reduced fares, special rates or limited tickets should be utilized.
- 2.2 The IUGA will not issue purchase orders for reservations relating to business travel.
- 2.3 From time to time, the IUGA may identify a preferred travel agency or service provider. Notification of such arrangements will be communicated as they become effective.

3. TRAVEL

3.1 Air Travel

- 3.1.1 Air travel must be arranged by the traveler at the lowest obtainable cost and should not exceed the cost of the class fares as described in 3.1.3, with the understanding that IUGA's volunteers travel safely and in reasonable comfort, meaning that travelers don't need to book cheap fares on carriers that have a bad safety record and stop over time should preferably be less than 4 hours.
- 3.1.2 All air travel bookings should be made by or in agreement with the IUGA Office in order to avoid excessive ticket costs. Only if and when the IUGA Office confirmed that you may book your own flight based on a pre-confirmed total rate, you will be entitled to claim your reimbursement based on the conditions as stated in this travel policy.
- 3.1.3
- For air travel with a total flight duration (excl. stopovers) of less than 8 hours and for all continental flights, IUGA will provide full reimbursement based on the pre-approved costs of a restricted economy class ticket.
 - For air travel with a total flight duration (excl. stopovers) of more than 8 hours and for all continental flights, IUGA will provide full reimbursement based on the pre-approved costs of a restricted premium economy class ticket or restricted economy class ticket with premium/comfort seating if available (not business class).
 - The air travel policy should not be interpreted as saying that IUGA will simply reimburse any expenses based on pre-approved costs. IUGA will refund you only for the actual ticket price following the conditions as stipulated in this travel policy including criteria for reimbursements. **In order for IUGA to reimburse the expenses of your ticket, a copy of the original ticket or e-ticket passenger itinerary with the appropriate proof of payment must always be submitted.**
- 3.1.4 Booking tickets early is key to securing lower fares. In keeping with this, IUGA requires those travelling on IUGA business to book their tickets **at least three months before the start date of your travel**, or as soon as the need for travel is confirmed, if it is less than three months before travel. The IUGA Office will assist with this. In rare circumstances when urgent travel is required the IUGA Executive Director will authorize the purchase of tickets sooner than those times.

- 3.1.5 Members who have arranged fares at less than economy which necessitate staying overnight, may claim the additional accommodation and meal costs provided that the overall cost savings are still realized compared to flying on preferred dates at economy rates.
- 3.1.6 When completing the Travel Expense Claim form, claimants must also submit the e-ticket passenger itinerary, boarding passes and proof of payment.
- 3.1.7 Proof of payment will be the claimant's signed authorization on the e-ticket passenger itinerary next to the credit card number stating: "I certify that this ticket was purchased with my personal credit card."
- 3.1.8 IUGA does not pay out any advance payments.

3.2 Car Rentals

- 3.2.1 Rental cars may be used when economical but care must be taken by the employee to ensure he/she has adequate insurance as the IUGA will not accept responsibility of liability resulting from an accident. Compact or economy vehicles should be utilized where practical.
- 3.2.2 Preferred rates at certain car rental agencies may be negotiated from time to time and notification of such agencies will be circulated when available.
- 3.2.3 Renter is required to purchase both physical damage and liability insurance.
- 3.2.4 Pre-approval of rental fees and a receipt of payment must be provided to receive reimbursement. A copy of the car rental agreement is not sufficient. If you do not receive a receipt from the rental agency (i.e. when a drop off occurs), typically you can obtain a copy on-line.

3.3 Privately Owned Vehicles

- 3.3.1 The use of privately owned vehicles is to be limited to trips where it is more economical considering all costs including accommodation and meals en route.
- 3.3.2 If a privately-owned vehicle is used on IUGA business, the owner must ensure that an adequate level of personal vehicle insurance is maintained. A minimum of \$1,000,000 third party liability coverage is recommended.
- 3.3.3 Under no circumstances will the IUGA accept responsibility of liability for claims arising from the use of privately owned vehicles.
- 3.3.4 Privately owned vehicles used on approved IUGA business are to be properly insured, registered and inspected. The IUGA's insurance policies do not provide coverage for the

use of privately owned vehicles. The IUGA is not responsible for reimbursing premiums related to insurance coverage.

- 3.3.5 When claiming reimbursement for use of a privately-owned vehicle, the traveler must provide details of the destination(s), purpose of the trip and the number of kilometers.
- 3.3.6 Travelers using privately owned vehicles will be reimbursed at the rate of US\$0.51 per mile or US\$0.32 per kilometer.
- 3.3.7 When a privately owned vehicle is used and the mileage is claimed, only one person may claim the per mile/kilometer rate.
- 3.3.8 When more than one trip is being reported on the Travel Claim Form, the total number of miles/kilometers must be reported by date on the Travel Claim Form.

3.4 Other Related Transportation Expenses

- 3.4.1 Reasonable expenses for taxis and other methods of public transportation to and from airports, railways, hotels, and meeting places are a reimbursable expense. Receipts are required.
- 3.4.2 Bridge, tunnel, and road tolls are reimbursable expenses.
- 3.4.3 Fines for parking or speeding violations are not reimbursable and are at the traveler's expense.

3.5 Accommodations

- 3.5.1 All hotel/accommodation bookings should be made by or in agreement with the IUGA Office in order to avoid excessive costs. Only if and when the IUGA Office confirmed that you may book your own hotel, you will be entitled to claim your reimbursement based on the conditions as stated in this travel policy.
- 3.5.2 Every effort will be made by the IUGA Office to negotiate the best hotel accommodations. Hotel accommodations are covered/reimbursed at a rate that does not exceed the predetermined rate negotiated by the IUGA Office, when a particular hotel has been contracted or is hosting the meeting.
- 3.5.3 Reimbursement for accommodation will be made for the period between the night before and the night after the program or meeting for which the travel is taking place. If an exception to the standard needs to be considered, please contact the IUGA office.
- 3.5.4 Reimbursement for hotels, motels or other lodging shall be limited to reasonable amounts in the particular circumstances and will normally not exceed the single occupancy rate.

- 3.5.5 Where reservations are guaranteed, it is the responsibility of the traveler to cancel such reservations should that become necessary. The IUGA will not reimburse claims for unused reservations.
- 3.5.6 Preferred rates at certain hotels may be negotiated from time to time by IUGA.

3.6 Other Accommodations

- 3.6.1 When a traveler has made private arrangements for accommodations (i.e. with a relative or friend), a maximum daily allowance of US\$ 25 per night may be claimed to cover gifts or related expenses. No other receipts will be reimbursed.

3.7 Meals

- 3.7.1 While travelling on IUGA business, you will be reimbursed for meals up to the maximum of US\$ 40 per diem breakfast rate, US\$50 per diem lunch rate and US\$50 per diem dinner rate **but receipts must be provided**. Where a meal is included in transportation, accommodation or conference registration charges, the traveler may not claim these meal costs or per diems.

4. INELIGIBLE EXPENSES

- 4.1 The following expenses are deemed ineligible for reimbursement under the IUGA travel policy.
- Interest charges on outstanding credit card balances
 - Upgrading to first class, business travel class or luxury accommodations
 - Spouse and family expenses
 - Internet, data, and phone charges
 - Additional costs for family members beyond the single room rate
 - Personal expenses such as mini bar charges or in-room movies
 - Lost or stolen items
 - Third party reimbursements (expenses that will be reimbursed by other agencies)
 - Parking permits, traffic fines, speeding fines, and/or other traffic related penalties
 - Kenneling pets (unless specified by funding agency)
 - Babysitting (unless specified by the funding agency)
 - Passports
 - Repair costs for damage to luggage or personal effects
 - Airline clubs (i.e. Maple Leaf Lounge fees/membership, frequent flyer program)
 - Personal voice and data plan usage
 - Dry cleaning/laundry services

5. CLAIM FOR REIMBURSEMENT

- 5.1 Upon completion of business travel, a Travel Expense Claim must be submitted to the IUGA Office for travel expense reimbursement or refund of the excess of an accountable advance and/or travel agent invoice.
- 5.2 Please note that all travel related expenses must be completed using the electronic template forms.

- 5.3 Travel expenses will be reimbursed only to the extent that the expense was incurred solely for IUGA business travel and to the extent that it is not claimable in whole or in part from any other source.
- 5.4 All travel claims must be approved in accordance with Section 1.
- 5.5 Each individual must submit an expense claim for his or her own travel expenses. Travel claims covering a group of travelers on IUGA business will not be accepted.
- 5.6 The IUGA reserves the right to reject unreasonable travel expense claims.
- 5.7 Travel expense claims must be submitted to Business Office **within 30 days** following the completion of the trip.
- 5.8 In accordance with income tax regulations:
 - 5.8.1 All expenses must be receipted with (a copy of) original tickets, invoices and receipts, except when per diems are being claimed.
 - 5.8.2 In the case of express check out at a hotel, the invoice plus a credit card slip showing payment is required.
 - 5.8.3 If electronic tickets are issued by an airline, the receipt plus boarding passes must be provided.