

	Policy No.: 10	Approval Date: June 15, 2011
		Created: April 19, 2011
Last Reviewed:		
Title: Travel and Related Expenses Policy		
Background & Purposes: <p>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.</p>		

Application

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

1. Board members for attendance at Executive Board meetings or in connection with Association assignments.
2. Other Association members, e.g. Committee members, and non-members of the Association, e.g. third party service providers, in connection with the Association's mission for which travel expense reimbursement is approved by the President or the Executive Director, as applicable.
3. Staff travelling, in service connected with the Association, or approved by the Executive Director.

Eligible Expenses

Expenses for which reimbursement is permitted are described below. Expenses incurred while traveling on Association business, but which are not travel expenses are not covered by this policy (e.g., purchase of equipment or supplies).

1. Transportation

Full reimbursement will be made for economy-class travel of the least-expensive, practical mode of public transportation (e.g. air, bus, or train). Bookings should be made according to the direction provided by AAPS staff.

Full reimbursement will be made for mileage on a personal car, or for rental of a mid-size vehicle, whichever is least expensive, where no other mode of travel is reasonably possible. If a personal car

is used, a mileage rate of \$0.52 per kilometre may be claimed. If another mode is possible, reimbursement will not exceed the rate for economy-class transportation.

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. Accommodation

Wherever possible, the Association will arrange a master account or an AAPS 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 AAPS Office for the approved dates of the meetings based on the submission of receipts.

In general, every effort should be made to secure reasonably priced accommodations. Basic room rate and taxes only will be covered: any room upgrades, entertainment, hospitality or extended stays are the sole responsibility of the individual or subject to approval by the AAPS Office.

3. Meals

Reimbursement for meals while traveling, including gratuities, without submission of receipts will be based on a per diem rate. The per diem may be broken down as follows:

- Full Day: \$60.00
- Breakfast: \$10.00
- Lunch: \$20.00
- Dinner: \$30.00