

## **BCF503\_7.1.1 TRAVEL AND EXPENSE POLICY**

### **1. POLICY**

- a. Members may receive reasonable reimbursement for out-of-pocket travel expenses incurred in the course of their assigned duties as pre-approved by the Executive Committee. Travel expenses for spouses/partners are not reimbursable.
- b. In cases when Members' travels are beyond required minimum periods and exceed most economical means, hypothetical claims will be calculated and should accompany the stated actual travel and actual receipts. Examples leading hypothetical claims are, but not limited to:
  - i. Flying first/business class to attend a pre-approved function. Provide documentation for equivalent flight costs in economy class.
  - ii. Using Air Miles for travel. Claim hypothetical real cost for that date of travel. You may use a copy of someone else's ticket who traveled the same date and route.
- c. Alcohol is not to be claimed either with or without meals.
- d. Mileage will not be reimbursed for travel to and from the Provincial Annual General Meeting. Members will be allowed to donate their mileage expenses to BCPC in exchange for a tax receipt.
- e. In cases where Members cannot be approved for reimbursement of travel expenses incurred during the course of their assigned duties due to budgetary, financial or customary reasons, these Members may voluntarily offer and decide to donate their expenses to BCPC in exchange for a tax receipt. Pre-approval from the Executive Committee is required.
- f. Members may receive reasonable and economical compensation for non-travel expenses.

### **2. PROCEDURE**

- a. All claims for reimbursement of authorized expenses must meet standards that will stand up to audit scrutiny within the BCPC and by CRA, as may be the case. To meet these standards, each event/item claimed must be itemized separately on expense form BCPCF28 and be accompanied by original receipts. The original form and receipts must be mailed to the BCPC office. Faxed or emailed expense reports will not be reimbursed until the original copy is received by BCPC unless the expense report is for the reimbursement of mileage only, which does not require a receipt.
- b. Claims must be submitted as soon as possible after the expenses have been incurred.

- c. Mileage only claims can only be submitted after a minimum of \$25.00 reimbursement has been accumulated.

### 3. GUIDELINES

- a. Airline or rail travel, when pre-approved, should be booked at the most economical fares.
- b. Rental cars, when pre-approved, should be the most compact car to accommodate the number of members travelling.
- c. Claims will be reimbursed **with receipts** for:
- i. Overnight accommodation in commercial lodgings (Note – when a double room is shared with another member, the original claim should be attached to one claim and suitably annotated)
  - ii. Checked luggage fees (if travelling by air) for one checked bag only
  - iii. Actual and/or reasonable cost of meals, including gratuities not exceeding 15%, up to the published CRA allowances (2017) as follows:
    - Breakfast           \$17.15
    - Lunch                \$18.05
    - Dinner               \$45.95
  - iv. Actual reasonable daily incidentals up to the published CRA allowance (2017) of \$17.50 per day
  - v. Private motor vehicle travel expense may be claimed at the CRA allowable rate (2017) of \$0.54 per kilometer for the first 5,000 kms and \$0.48 for each subsequent kilometer expensed during the fiscal year
  - vi. Cost of compact rental vehicle and gasoline costs
  - vii. Taxi and Airport Bus fares
  - viii. Parking costs
  - ix. Other expenses incurred in the required conduct of BCPC business
- d. Reimbursement, **if receipts are unobtainable**, will be made for the following:
- i. In-city public transportation
  - ii. Taxi and Airport Bus fares under \$20
  - iii. Parking to a maximum of \$20 per day
  - iv. Meals to a maximum of CRA allowances as stipulated above in paragraph 3.c.iii.
  - v. Lodging at a private non-commercial accommodation at a rate of \$50.00 per night
- e. When personal activities of the claimant extend the period required for travel, expenses for the additional time will be absorbed by the individual.

f. Examples of allowable expenses for typical assigned duties are, but not limited to:

i. **National Annual General Meeting**

Travel costs, registration fees and accommodation expenses for:

- Executive Committee
- Directors chosen to attend by the Executive committee
- Chief Administrative Officer
- Winner and Provincial coordinator of the Provincial Effective Speaking Competition

ii. **Provincial Annual General Meeting**

Registration fees and accommodation expenses for:

- Executive committee
- Directors
- Group Chairs
- Wing Chairs
- League Representatives
- League members
- Invited guests/speakers as authorized by the Executive Committee

iii. **Group and Wing Chairs**

Travel costs, accommodation expenses and out of pocket expenses incurred for Wing Chair meetings and Scholarship Review Boards.

iv. **League Representatives**

Mileage charges for squadron visits and out of pocket expenses directly related to BCPC business.

v. **Annual Ceremonial Review League Inspectors**

Travel costs including mileage, accommodation expenses and out of pocket expenses.

g. These guidelines shall be reviewed annually and may be periodically amended by the Executive Committee.