

**Ontario Band Association
TRAVEL POLICY**

Effective: January 12, 2012

Supersedes: All Others

**PART 1
APPLICATION**

1. This policy applies to all Ontario Band Association travel and related expenses from all sources of funding administered by the OBA.
2. When making travel arrangements, items such as cost, time spent travelling, and convenience should be considered in order to produce the most economical use of all resources.
3. Individuals must obtain the approval of the Executive prior to engaging in any OBA-related travel. The Executive must ensure that regular duties shall be maintained during the absence of the individuals and that the necessary travel funds shall be provided.
4. Travel expenses can be reimbursed only by submitting a properly completed and approved expenses form and/or cheque requisition to the OBA. This expenses form and/or cheque requisition must be accompanied by an original voucher(s) and invoice(s) and should be submitted to the Treasurer within ten (10) working days following completion of each trip.
5. Travel expenses placed on a corporate OBA credit card will be deemed as approved travel expenses ONLY if included on an expense report accompanied by original voucher(s) and invoice(s). Receipts for travel paid for via corporate credit cards must be submitted within the guidelines of the expense report policy.
6. Only expenses related to approved OBA business shall be reimbursed.
7. Travel arrangements must be made checked through the President at least seventy-two (72) hours in advance of travel taking place.

**PART 2
GENERAL GUIDELINES**

1. Any travel expenses paid for by the OBA may not be used by the claimant for income tax purposes or for any claim to another organization.
2. All expenses incurred relating to a particular trip must be shown individually on the Expense Report form or cheque requisition. These include transportation costs, hotel bills, car rentals, and other items that have been paid directly by the OBA on behalf of the claimant. Original vouchers for each item must be attached
3. Claims for air and rail fares must be supported by the passenger's copy of the ticket. Credit card sales slips and/or restaurant bill stubs may be used to support claims for meals. Credit card sales slips may be used to support claims for car rentals. Original paid receipts or vouchers are required for all other expenses being claimed except for mileage claims, parking meters, and gratuities paid in cash. Credit card slips (except for meals and gas for rented cars as noted above), credit card statements, cancelled cheques, and travel agency statements are not acceptable.

4. All OBA employees or directors shall be reimbursed by cheque in Canadian funds in amounts equivalent to the actual expenses incurred. All expenses must be listed on the Expense Report form in the currency that was used for the actual expenditures. The exchange rate should equal the claimant's actual cost of obtaining foreign funds.
5. Travel itineraries must be completed for all OBA related travel. The travel itinerary must be approved by Treasurer.
6. Alcohol purchased and consumed during a meal or otherwise will not be considered a legitimate per diem expense.

PART 3 GUIDELINES FOR TRANSPORTATION EXPENSES

1. Reimbursement of public transportation costs shall not exceed rail fare or economy airfare. For public transportation, the original ticket receipt (third copy of the ticket) must be submitted with the claim.
2. Use of personal automobiles should be limited to those trips where no suitable public transportation is available or for which a personal automobile is more economical considering all costs and time availability.
3. Where a personal automobile is used strictly for personal convenience and such expenses exceed the cost of such equivalent public transportation, only the cost of such equivalent public transportation shall be reimbursed.
4. If a personal automobile is used on approved OBA business, the owner must ensure that her personal automobile insurance is adequate. A minimum of \$1,000,000 third-party liability insurance is required.
5. The mileage reimbursement rates currently in effect are shown in Appendix A, Section 2. These rates shall be reviewed and adjusted from time to time under the administration of the Treasurer by the authority of the OBA Executive.
6. Where a personal automobile is used and mileage is claimed, only one (1) person may claim the mileage. Passengers traveling in the automobile may not claim mileage or cost of equivalent public transportation.
7. Flight cancellation insurance is an allowable expense; however, a receipt is required.
8. In some cases, it may be more economical to rent an automobile than to use a personal automobile. Users should consult with the Treasurer to obtain information for car rentals.
9. Expenditures for travel insurance shall be reimbursed.
10. Taxi fares are allowable expenses; however, receipts are required.
11. Parking expenses are allowable expenses. A receipt is required for lot parking but not for metered parking.
12. Parking and traffic fines are not allowable expenses.

PART 4 GUIDELINES FOR ACCOMMODATION AND MEAL EXPENSES

1. Travelers should consult with the Treasurer to obtain the most favourable room rates at major hotels.
2. Reimbursement for hotels, motels, and other lodging shall be limited to a maximum of \$175.00 (one hundred and seventy-five dollars) per room plus tax per night plus parking for any overnight stays. If that amount is not considered reasonable, authorization must be obtained from the Treasurer prior to booking accommodation at any additional rates.
3. Expenses for meals while traveling on OBA business shall be reimbursed by a *per diem* allowance. Receipts shall be required to support the *per diem* allowance. The *per diem* rates currently in effect are listed in Appendix A, Section 2. These rates shall be reviewed and adjusted from time to time under the administration of the Treasurer on the authority of the OBA Executive.
4. Expenses for meals placed on OBA corporate credit cards will be considered reasonable up to the maximum per diem allowance. Any charges incurred above and beyond the per diem allowance will be considered personal expenses unless such charges have otherwise been approved by the Treasurer.
5. Per Diem allowances are only applicable where food is not otherwise provided.
6. Claims for personal expenses that are not a necessary consequence of travel on behalf of the OBA are not allowable.

PART 5

GUIDELINES FOR OBA REPRESENTATIVES

1. OBA Board of Directors and Annual General Meetings:
 - a. The OBA shall not reimburse members for their travel to and from duly called meetings of the OBA;
 - b. In order to be fair to all members of the Board of Directors and considering budget constraints, the OBA shall reimburse those on OBA business for the lesser of mileage (per Appendix A, Section 1) or public transit (bus or rail fare);
 - c. Where travel time becomes an issue the OBA shall reimburse the cost of economy airfare, not to exceed \$200.00 CDN roundtrip;
 - d. Members of the OBA must find their own accommodations, where necessary, for the all duly called board meetings. The OBA is not responsible for covering the cost of accommodation during the Annual General Meeting; and,
 - e. If the duly called meeting takes place over when a reasonable breakfast, lunch, or dinner hour would normally take place, the OBA shall provide meals to members of the Board of Directors and employees asked to attend said meeting. Per diems shall not be issued.
2. Conferences, Symposiums and Meetings:
 - a. Where a member of the Executive requires a member of the Board of Directors or Employee to attend a conference or meeting out of town as a representative of the OBA, the OBA shall reimburse travel costs in consultation with the Treasurer;

- b. Where a member of the Executive requires a member of the Board of Directors or Employee to attend a conference or meeting out of town as a representative of the OBA, the Executive member must submit an itinerary of events and a budget to the Treasurer to verify that sufficient financial resources exist within her budget;
- c. Where meal and accommodations are not provided as part of the conference fee, the OBA shall reimburse members in accordance with Appendix A of this policy;
- d. Where meal and accommodations are provided as part of the conference fee, the registrant must provide an itinerary of events to the Treasurer to ensure proper tracking of expense on corporate credit cards where necessary.

PART 6 TRAVEL EXPENSES

- 1. The OBA will cover travel expenses from a members' place of residence to the end business destination as required for business purposes.
- 2. The OBA will not cover travel expenses incurred from pleasure destinations or destinations of choice. Where a person wishes to travel from a place other than a place of business or travel to a non-business destination, the OBA shall only pay the cost of going directly to the place of business. Any additional fees incurred will be considered personal expenses of the person.
- 3. Travel itineraries must be submitted for all travel being booked for OBA travel. The itinerary must be submitted at least 72 hours in advance of the travel taking place to the Treasurer.

PART 7 APPROVALS AND RESPONSIBILITIES

- 1. The claimant is responsible for ensuring that claims for expenses are in accordance with OBA policy.
- 2. All travel itineraries must be signed by the claimant and approved by the Treasurer.
- 3. If the claimant is the Treasurer, travel itineraries must be signed and approved by the President.
- 4. Reimbursement of expenses does not, in itself, constitute ultimate approval and may be subject to subsequent audit adjustment.

**APPENDIX A
TO OBA TRAVEL POLICY**

1. The mileage reimbursement rates for use of a personal automobile while on approved OBA business is 48 cents per kilometer to a maximum of \$100 dollars.
2. The per diem allowance for meals, where the use of a per diem allowance has been approved by the Treasurer as follows:

\$35.00 (thirty-five dollars). The following is a general guideline:

Breakfast \$ 8

Lunch \$ 10

Dinner \$ 17

Total: \$ 35

Key Terms:

1. **Business Destination** – a destination where OBA business is being conducted. Examples could include conference sites, school visits, training sites, etc.
2. **Pleasure Destination** – a destination where no OBA business is being conducted and the individual has chosen to go for non-business purposes.
3. **Choice Destination** – a destination where no OBA business is being conducted and the individual has chosen to go.