

HRTA Out of Town Travel Expense Policy

Accommodations: It is the responsibility of all board members to make every effort to minimize accommodation costs to that of in reason. Members are encouraged to apply for any hotel discounts available through personal memberships or associations (i.e. CAA discount) as long as no personal cost is incurred by doing so.

- Original detailed receipts required.
- In-room entertainment i.e. movies, in room bar are not an allowable expense.
- Room internet access fees if required will be compensated.
- Hotel parking if required will be compensated.

Meals: Board members are encouraged to take advantage of any breakfasts included in hotel room rate. All original meal receipts will be required for reimbursement. Gratuity reimbursement up to a maximum of 20% of pre-tax invoice will be deemed appropriate.

- Meal cost will not be reimbursed where the cost is included in the air fare or in registration fees at conventions, conferences, training institutions, etc.

Ground Transportation: Travel to and from airport charges (taxi / airport shuttles), airport parking, toll fees, etc.

- Receipts required

Personal Vehicle Use: Travel approved by the Board requiring the use of a personal vehicle will be reimbursed at the current Revenue Canada rate to cover gas, wear and tear, and all if any maintenance costs that arise due to personal vehicle use. This km rate is also applicable for travel to and from airport where one may be dropped off or leaving vehicle in parking. Members are to conduct a quick cost benefit analysis associate with trips that may be longer in nature to ensure that overall **Ground Transportation** and **Personal Vehicle use** costs are minimized.

Incidentals costs: A daily rate of \$10.00 (no receipts required) will be provided to cover incidental items such as meter parking, light snacks, tea / coffee breaks (i.e. Tim Horton's).

If requested in writing (email is acceptable) in advance and with Executive approval, a travel float may be granted to cover any or all associated travel costs.

A board member may be called initially by the Chairperson and/or Treasurer to justify any or all expenditures that may be deemed to appear excessive in nature, and may further be required to justify to such costs to the Board as a whole.