

<p>Travel Expense Reimbursement Policy for Board Members & Staff</p>	<p>Approvals: Policy Created: January 17, 2018 Original Approval Date: January 17, 2018 Policy Last Updated: April 25, 2022</p>
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POLICY STATEMENT:

Board members or staff engaged in work for the Municipal Engineers Association (MEA) can claim and be reimbursed for necessary travel, meal and hospitality expenses, during the course of this work.

Committee members acting for, or on behalf of, the MEA are not eligible for expense reimbursement, unless otherwise approved by the board.

PURPOSE:

This policy sets out guidelines for allowable expenses and defines procedures for requesting reimbursement.

DEFINITIONS:

Function: an event that takes place on one day, or on two or more consecutive days. “Functions” may be sponsored by MEA or by another organization. Functions are events that occur over a short period of time, usually less than a week in duration.

DESCRIPTION:

Attendance at a function may be considered for reimbursement/payment if the primary purpose of attending the function is to:

- represent MEA;
- derive a benefit for MEA;
- and/or advance the interests of MEA

ALLOWABLE EXPENSES:

If an MEA board member or staff attends an approved function, all allowable expenses may be reimbursed. Receipts are required for all expenses unless otherwise noted. Electronic copies may be submitted in lieu of original receipts. Subject to approval, the following expenses may be reimbursed:

Registration Fees

Paid in accordance with the schedule established for the function.

Transportation

Costs that would not be incurred otherwise, including:

- Air, rail or bus fare
- Parking
- Incidental travel by taxi, subway or bus
- Car allowance for the use of a personal vehicle (mileage)
- Toll Charges
- Car Rental

Toll charges (i.e. Hwy. 407) incurred while on MEA business are reimbursable. Toll charges should only be incurred/submitted for reimbursement when they offer significant travel time or distance savings.

Any employee driving his or her personal vehicle on MEA business for which reimbursement is provided by MEA is required to inform his or her insurance carrier of this fact. The cost of additional coverage, if any, is the responsibility of the employee. However, MEA's mileage reimbursement rate takes into account the cost of this coverage. The MEA mileage rate will be set at the start of each calendar year and will be based on the approved Canada Revenue Agency mileage rate.

Accommodation

If an overnight stay is required, accommodation may be reimbursed at a rate in accordance with the room rates charged for the function, or at the hotel's corporate/government rate for a standard room, whichever is less.

Meals and Miscellaneous

Reasonable and appropriate meal expenses may be reimbursed, up to a daily limit of \$100, including taxes and gratuities.

Itemized receipts must be provided. Proof of payment (i.e. a credit card slip) must be provided for reimbursement of gratuities not included on the itemized receipt.

Gratuities

Reimbursement may be claimed for gratuities paid for meals and taxis, to a maximum of 15%. Calculation of gratuities should be exclusive of taxes.

Spouses/Partners of Board Members & Staff:

There are specific situations where travel expenses for spouses/partners of Board members and staff are eligible:

1. Board members and staff are encouraged to be accompanied by their spouses/partners at the February Board Meeting & Dinner (during OGRA Conference in February) and at the September Board Meeting/Dinner and Strategic Planning Session.
2. From time to time, the MEA Board/ED will receive invitations from sister associations to attend their formal events (e.g. PEO Awards Gala). Where a selected Board member or staff is attending one of these formal events as a representative of the MEA, they are encouraged to be accompanied by their spouse

In these specific situations, travel expenses for spouses/partners are eligible up to a daily limit of \$100. Some expenses (i.e. taxis, parking, car rental and toll charges) must be shared by both the Board member and the spouse/partner (only one claim per couple).

INELIGIBLE EXPENSES:

Board members and staff will not be paid/reimbursed for their time while travelling to/from or attending a function, unless otherwise agreed to by the Board.

Board member attendance at the MEA Fall Workshop, including any registration, transportation, accommodation, meals or other expenses, are not eligible for reimbursement - unless Board approval is provided in advance (via a motion of the Board). This is not applicable to MEA staff attending the workshop.

REIMBURSEMENT:

Expense reimbursement requests will be made on the MEA Expense Claim Form. Claims should be submitted within 90 days of return from the function and submitted to the MEA Secretary-Treasurer for approval. Receipts must accompany expenses submitted for reimbursement (copies are permitted).

Personal expenses incurred by a spouse or companion such as additional accommodation expenses, meals, entertainment, etc. will not be paid by MEA, unless it falls under the situations outlined under "Board Member Spouses/Partners".

RESPONSIBILITIES:

- All board members and staff should review the policy annually
- Identify training, workshops, conferences or conventions and demonstrate benefit to the MEA
- Submit proper documentation in a timely manner prior to and upon return, for accounting purposes
- Attend and participate fully in all organized activities at training, seminars, conferences or conventions
- Apply the information attained