

Sample Travel Policy

A corporate travel policy has been developed to balance the club's need for cost effectiveness and the employee's need for quality services. Employee travel should be via the lowest cost alternative, consistent with good business practices. Neither luxury nor sub-standard modes of transportation and accommodations should be used. In order to obtain the best pricing, any planned trips should be booked at least two weeks prior to the date of travel.

Employee travel and the expenses associated with it must be authorized by the Club Manager in advance. Any expense submitted which does not comply with the travel policy will not be reimbursed, unless a valid exception is made by the Club Manager.

All travel arrangements must be approved by the Club Manager prior to booking.

AIR TRAVEL

Air travel will be via the most direct and economical means. Travel should be booked at the economy rate at least two weeks in advance, where possible, so that the lowest fares can be obtained. Use of "Non-Refundable" airfares is recommended as these fares are usually considerably less expensive. In most cases, if the travel must change or the trip is cancelled, the funds can be used as a credit toward future travel, less a service charge imposed by the airline.

Travel and cancellation insurance is not reimbursed by the club unless there is a pre-existing medical or personal condition that makes travel and/or cancellation insurance desirable. If this is the case, approval must be obtained from the Club President prior to incurring the expense.

AUTOMOBILE RENTALS

Payment for the car rental should be made with a credit card so that collision damage and personal liability insurance can be waived.

Employees may request either compact or intermediate size cars. Rentals for other types of cars are not permitted except with approval by the Club Manager. Wherever possible, employees must refill gasoline prior to returning the rental car for drop off to avoid any surcharges.

ACCOMMODATION

The Holiday Inn, Ramada Inn, Hampton Inn, Best Western, etc. are an acceptable standard of accommodation for all employees. All hotels will be guaranteed to a credit card. It is the employee's responsibility to cancel hotel reservations within the hotel's cancellation policy time frame. You must obtain a cancellation number when cancelling a hotel reservation. The club will not reimburse hotel "no shows."

Sample Travel Policy Cont'd

The club will reimburse all accommodation expenses excluding entertainment costs such as movies, room service and personal telephone charges. Any parking fees associated with the hotel room will be reimbursed.

Should an employee arrange personal accommodation with family or friends, they will be provided an allowance of \$25 Cdn per night for travel in Canada, and \$25 US per night for travel in the United States.

MEALS AND ENTERTAINMENT

Actual, reasonable and necessary costs for meals will be reimbursed. Reimbursement may include a gratuity of up to 15% of the bill before tax. The maximum amount that will be reimbursed for daily meals is \$62 tax included.

PERSONAL VEHICLE USE

When an employee is requested to use their automobile for Organization business, mileage will be reimbursed at the current prescribe CRA rate of 50 cents/km for the first 5,000 kms, and 46 cents/km for any mileage exceeding 5,000 kms in a calendar year.

Mileage from an employee's home to a regular assigned work location is not a reimbursable expense. However, if the employee goes from home to another work assignment other than their regular work location, and the distance is greater than the distance to their regular work location, the employee can expense the difference.

To be reimbursed for mileage, employees must complete an expense report specifying the purpose of the trip, start and finish odometer reading, point of origin, destination and time of trip. The employee assumes the responsibility for all parking and traffic fines.