



EODSA Travel and Business Expense Policy

General Guidelines

This policy and procedure is designed to guide the process for reimbursement of travel expenses, operational expenses or other expenses taken on the EODSA's behalf. They take into consideration what is considered reasonable and customary. While this policy does contain suggested expense directions, we challenge all to use professional judgment to optimize value when incurring expenses on behalf of the EODSA.

This policy is designed to accomplish the following key points:

- Ensure that EODSA Representatives are reimbursed for legitimate EODSA travel expenses and other business expenses paid out of pocket.
- Provide EODSA Representatives, who must travel, with a reasonable level of service and comfort at the lowest possible cost.
- Provide reasonable support to the full participation of the EODSA in activities and discussions both within the district and beyond.
- Provide the appropriate level of accounting & business control for the EODSA to ensure that expenses are reviewed & approved by appropriate person(s).

Definitions

EODSA Representative shall be considered any EODSA Board Member, Committee Member, Staff Member or appointee of the EODSA.

Business Travel shall be considered any travel by an EODSA Representative within or outside the district necessary to support EODSA initiatives including meetings, ceremonies, events or oversee operations. Board member travel of distances under 25km one way (50km both ways) should not be claimed.

Business Expense shall be considered any expense incurred by an EODSA Representative necessary to the successful support of an EODSA initiative.

EODSA Initiative shall be considered any activity which supports EODSA or member interests including meetings, ceremonies, events, research or to oversee operations.

Responsibility

Representatives of the EODSA are responsible for complying with the EODSA Travel and Business Expense Policies. From the EODSA Budget funds allocated to

board members, committees, or staff approvals and reporting within these budget limits shall be the responsibility of that assignee. Variances from reasonable allocations must come to the EODSA board for approval. Both a travel authorization form and an Expense Claim form must be approved, submitted or on file to the EODSA District Office for reimbursement. The EODSA District Office assumes no obligation to reimburse EODSA representatives for expenses that are not in compliance with this policy. Any deviation from this policy must be approved by the Board of Directors before reimbursement can be made.

Enforcement

EODSA representatives who do not comply with this policy may be subject to delay or withholding of reimbursement.

1.0 REPORTING GUIDELINES

EODSA representatives must file expense claim forms no later than quarterly following the completion of the trip or of incurring the business expense or expenses under \$100 may be accumulated until the end of the fiscal year.

Documentation Requirements

All requests for reimbursement of Travel and Business expenses must be made using the attached EODSA Expense Claim Form and submitted, **with receipts** to the EODSA District Office.

EODSA Representatives must submit the following documentation with their Expense Claim Form.

For Business Travel:

- Air/Rail – original passenger receipt.
- Hotel – hotel folio plus credit card receipt or other proof of payment.
- Car Rental – credit card receipt or rental agency invoice.
- Mileage – Odometer readings from vehicle and/or Google Maps shortest distance outputs
- Entertainment – credit card receipt or register receipt for all expenses.
- Meals – credit card receipt or register receipts for meal expenses over \$10.00.

For Business Expenses:

- Office expenses– credit card receipt or register receipt for all expenses.
- Meals – credit card receipt or register receipts for meal expenses over \$10.00.

Actual bills/receipts must be submitted whenever possible; photocopies will be acceptable only with a detailed explanation as to why the original is unavailable. Receipts must include the name of the vendor, location, date and dollar amount.

Incorrect or Incomplete Expense Reports

Expense reports that are incorrect, incomplete or include disorganized receipts:

- Will be returned to the approver for completion.
- May result in delay or non-reimbursement of specific items.

2.0 TRAVEL AUTHORIZATION FORM

EODSA representatives must complete the EODSA Travel Authorization Form (Appendix B) in advance of travel to obtain approval to spend travel dollars in advance of the trip. This form must be signed by the Board of Directors designated and submitted to the District Office before arrangements can be made through the office. Alternatively, on receipt of travel approval, the EODSA representative traveling can arrange their own travel after which time the approved travel Form must still be submitted to the District Office.

3.0 EODSA EXPENSE CLAIM FORM

The EODSA Expense Claim Form (Appendix B) for reimbursement of Travel and Business expenses must be used to log reimbursable travel and expenses.

4.0 TRAVEL AND EXPENSE GUIDELINES

Air/Rail Travel

Air travel reservations should be made in such a manner as to secure the best available fare. Available resources include, but are not limited to: travel agents, online resources or directly with the airline. ALL AIR TRAVEL MUST BE IN COACH CLASS

When traveling by air EODSA representatives:

- Are expected to use the lowest logical airfare available.
- Should consider Saturday night stays and stays exceeding 3 days
- Are expected to reserve 7-day advance notice purchases.
- Are expected to use non-direct flights when the savings are substantial.
- Obtain BoD approval of all air travel (using Travel Authorization Form).

Upgrades for Air Travel

Upgrades for air travel are not reimbursable.

Cancellations

When a trip is cancelled after the ticket has been issued, the traveler should inquire about using the same ticket for future travel. Employees should reuse airline tickets if: a)

they are traveling on the same route, or b) airfare eligibility requirements (verified with travel agent) are met.

Airport and Train Station Parking

When parking at an airport or train station is part of business travel, it is expected that employees will utilize Long Term parking lots. Short Term parking fees will not be reimbursed.

Auto Travel: Car Rental

Employees may rent a car to get to their destination when driving is more cost effective than airline or rail travel. Employees may rent a car at their destination when it is less expensive than other transportation modes such as taxis, airport limousines and airport shuttles or when entertaining customers. Whenever multiple employees are traveling together, every effort to rideshare or carpool must be made.

Rental Car Gas

Gasoline for use in rental cars is reimbursable with proper documentation. Make ensure to log this expense as AUTO RENTAL & GAS.

Taxi / Shuttle / Parking Fees

The use of airport shuttles and taxis upon arrival at the employee's destination is the preferred mode of transportation. Make sure to ask for a receipt if one is not offered. This documentation aids in the expense-tracking process.

Business Use of Personal Vehicle

EODSA Representatives may use their personal vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternate transportation. Personal vehicles may also be used when transporting company goods for delivery or entertaining clients.

Mileage is approved by the Board and reviewed from time to time. The current rate according to CRA is set at 52¢ per kilometre for the first 5,000 kilometres driven; and 46¢ per kilometre driven after that.

Lodging / Hotel

Hotel reservations should be made in such a manner as to secure the best available rate and must be booked through the assistance of a Travel Assistant. EODSA representatives are required, whenever possible, to use properties in the Moderate category.

Travel Meals

Personal meals are defined as meal expenses incurred by the traveler when dining on an out-of-town business trip.

There is no per diem for meals. Meals can be claimed at the actual rate and receipts are required.

Weekend and Late Night Meals

If a staff member is approved to work late into the evening or on weekends, they can be reimbursed for meal receipts, dinner up to \$10 and lunch up to \$5. Staff Member must submit actual receipts for reimbursement on the EODSA Expense Claim Form.

Travel Telephone Expenses/Business Phone Calls

EODSA representatives will be reimbursed when using their personal cellular telephone, for business related phone calls while traveling:

- Which are reasonable and necessary for conducting business
- With an original copy of the bill attached to the expense report form.

Personal Phone Calls While Traveling

Employees will NOT be reimbursed for personal telephone calls while traveling on EODSA business.

Hotel Telephone Usage

When staying at a hotel, employees should find out the property's local and long distance phone rates. Employees should avoid making phone calls that have an added surcharge. To avoid substantial charges added by hotels to telephone bills, employees can:

- Use a charge/credit card, calling card, public phone or call collect whenever possible
- Press the # key after each call and wait for the tone, then dial the next phone number when making several long distance calls
- Use an 800 number for business calls whenever possible
- Phone from local company offices whenever possible
- Use a local access number for Internet connections.

Miscellaneous Business Expenses

The Miscellaneous column is designated for expenses that do not fit into the previous categories, yet are directly business related and therefore reimbursable. ONLY the following items can be considered as reimbursable business expenses:

- Office services (i.e. faxes, copies, overnight delivery / postage)
- Currency conversion fees
- Business gifts of reasonable value with prior management approval

- Laundry / Dry Cleaning / Suit Pressing for trips exceeding 3 days
- Seminar fees / training classes with prior approval
- Subscriptions with prior approval

The following items are NOT reimbursable under this policy:

- Airline club / Country club membership dues
- City Parking tickets or other fines
- Delinquency fees / Finance charges for personal credit cards
- Excess baggage charges
- Expenses for travel incurred by companions / family members
- Expenses related to vacation or personal days while on a business trip
- Loss / Theft of personal funds or property / Lost baggage
- Avoidable "No-Show" charges for hotel or car service
- Non-Compulsory insurance coverage
- Rental car upgrades
- Repairs due to accidents
- Hotel mini-bar charges
- Expenses relating to alcoholic beverages for EODSA Representatives WILL NOT be reimbursed.

Never assume that an item will be covered under the "Miscellaneous" category. Be sure to check with the EODSA District Office if an item you need is not outlined specifically in this policy.

5.0 APPROVAL/AUTHORIZATION PROCESS

The EODSA **Expense Claim** Form must have an accompanying approved Travel Authorization Form before payment can be made. No EODSA Representative is authorized to approve his/her own Travel Authorization Form or Expense Claim Form. Approvals must come from the authorized budget authority

EODSA Travel Authorization Form

For Board Members - Approved by the President, Vice-President, Treasurer or budget line authority.

For Office Staff – Executive Director, President, Vice-President, Treasurer or budget line authority

In addition, the person in attendance with the most senior title must put the expense on his/her expense report to facilitate review by a more senior person not in attendance.

Remember:

- Traveler is responsible for complying with the EODSA Travel and Business Expense Policy
- The designated account authority who approves and signs the Expense Claim Forms is responsible for reviewing the report for compliance.

Once approval has been obtained, be sure to make a copy of the Travel Authorization Form along with copies of your receipts to keep for your own records.

EODSA TRAVEL AUTHORIZATION FORM

Please fill out Travel Authorization form & obtain approval prior to making reservations.

Is travel being booked at least 7 days in advance? Yes No

If no, please explain _____

Only coach class fare is reimbursable _____

Estimated cost of trip _____

TRAVELLER'S NAME		TELEPHONE NUMBER:		T.A. NUMBER:	
DEPARTMENT AND LOCATION:		PROJECT NUMBER/NAME:		TRAVEL ARRANGED BY:	
PURPOSE OF TRIP					
ITINERARY					
FROM	TO	DATE	DEPARTURE TIME		
CAR RENTAL NEEDED? NO YES (IF YES PLEASE COMPLETE INFORMATION BELOW)					
CITY	NUMBER OF DAYS	special information			
HOTEL NEEDED? NO YES (IF YES PLEASE COMPLETE INFORMATION BELOW)					
CITY	DATE(S)	HOTEL NAME (IF KNOWN)	SPECIAL INFORMATION		



IS ANY PORTION OF THIS TRIP PERSONAL? IF YES, PLEASE EXPLAIN.

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BOARD MEMBER OR STAFF SIGNATURE	DATE	SUPERVISOR'S SIGNATURE	DATE
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		BOARD APPROVAL	DATE
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