



Travel and Accommodation Policy

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY of EDMONTON

EDMONTON, ALBERTA

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Policy: Travel and Accommodation

Category: Finances

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POLICY

The Concordia Students' Association (CSA) recognizes the need to help subsidize expenses incurred during professional work and development of key staff and student executives.

EXPECTATIONS

- 1) Conferences to be subsidized by the professional development fund for staff and executives must be approved by the Executive Council.
 - a) An individual requesting to attend a conference must fill out a Conference Request Form and submit it to EC no fewer than three weeks before the conference start date.
 - b) Executive Council solely holds all rights to approve Conference Request Forms.
- 2) Employees and Student Executives are responsible for making their own travel accommodations.
- 3) Employees and Student Executives are responsible for arranging the most reasonable and economical bookings.
- 4) Transportation, accommodation, and any other travel expenses must be paid for by corporate credit cards solely.
 - a) If for some circumstance the corporate credit cards are unable for use and personal cards are used, the individual must fill out an Expense Request Form and accompany it with all required receipts.
- 5) Items such as, but not limited to, the following shall not be eligible for reimbursements:
 - a) Personal entertainment (including in room movies, room service, and mini-bars)
 - b) Personal toiletries, drugs or gifts
 - c) Personal maintenance
 - d) Long distance calls
 - e) Travel, meals and/or accommodation for family or friends
 - f) Fines, penalties, or property damaged caused by the executive or employee while travelling
 - g) Lost personal property (such as cash, credit cards, clothing, etc)
- 6) CSA will cover the following specific travel related expenses, all of which should be pre-approved and included in the original conference request budget whenever possible:
 - a) Hotel room wi-fi charges

- b) Airline baggage fares (up to two checked bags, but not excess weight charges)
 - c) Emergency long-distance calls
- 7) If a significant other accompanies an employee or executive, only the most economical single-room rate will be subsidized. Any excess room charges to accommodate the partner will be considered a personal expense.

Airfare Travel

- 1) Only the most reasonable air travel paths will be reimbursed, with the maximum of full economy
- 2) Business and first class fares cannot be purchased or reimbursed
- 3) When purchasing airfare, travelers must purchase flight cancellation insurance. Flight cancellation insurance enables the traveler to be reimbursed for the cost of the flight when cancellation was due to events that are not under their control (eg. medical reasons).
- 4) Where reasonable the choice of airline shall be based on the lowest fare and not on the personal preference.
 - a) Always when applicable all airfare should be booked through the CSA's travel advisor.

CSA provides one paid Rest and Recovery Day if you are travelling Saturday-Thursday (the following day off may be taken as PTO). If you are travelling on a Friday, the weekend is deemed sufficient time to allow for recovery. If you choose to extend travel for personal reasons to take advantage of your location you forfeit the Rest and Recovery Day.

Meals & Incidentals

- 1) Employees or Executives travelling for approved CSA travel will be provided a per diem in lieu of meal costs.
- 2) Per diems may only be claimed when adequate meals are not provided by the conference or event.
- 3) A fixed daily per diem for incidentals will be provided for employees or Executives when attending conferences
- 4) Per diems shall only be issued upon request to the Vice-President Finance in writing (a budget expense form attached to a per diem request with details of the anticipated travel costs). This should be submitted two weeks prior to the date of travel.
- 5) Individual Per diems will be based on the current rate set by the National Joint Council's Travel Directive. The current Per Diem rates are:
 - a. Breakfast \$12.00/day
 - b. Lunch \$15/day
 - c. Dinner \$28/day
 - d. Incidentals \$18.00 / day (this is a taxable benefit)
- 6) Alcohol and/or any related substances will not be eligible to be reimbursed or purchased via per diems.

