



Travel Advances Policy

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY COLLEGE OF ALBERTA

EDMONTON, ALBERTA

December 2015

Policy: Travel Advances

Category: Finances

Date Approved: January 11, 2015 Date Reviewed: January 10, 2014 Date Rescinded:

RATIONALE

Travel advances shall be available to students to prevent financial hardship due to travel costs. This document shall be used to expedite the process and insure the liability of risk for the organization is minimized. This document is intended to assist the CSA Executive in determining reimbursable expenses, preparation of expense claims, and provision of general guidelines for travel advances and expenses.

These procedures apply to all student travel done through a club or union that falls under the jurisdiction of the CSA, regardless of the source of funding unless specifically indicated by donor and/or granting agency. In this event the donor or granting agencies regulations shall take precedence.

DEFINITIONS

Claimant: Shall include the travel advance requestor, and/or traveler to hereby be referred to as the claimant.

CSA: Concordia Students' Association

EXPECTATIONS

Claimant

1. The claimant is responsible for making travel arrangements that formulate the most economical use of resources.
 - 1.1. The claimant is responsible for retaining all original receipts and other documentation while travelling.
 - 1.2. The claimant is required by the CSA to purchase personal travel insurance in order to qualify for a travel advance and other forms of travel expense reimbursement.
 - 1.3. The claimant is responsible to ensure that all expenses are in accordance with this document and submitted to the CSA Executive as outlined.
 - 1.3.1. Upon return the claimant shall submit the required documentation and receipts to the CSA Executive within ten (10) business days.
 - 1.4. The claimant must fill out the Travel Advance Request Form seen in **Appendix A** of this document.
 - 1.5. Expenses induced at stopovers that are unnecessary for the purpose of the travel business and are avoidable shall be at the claimant's personal expense.
 - 1.6. The claimant is also responsible for filling out required documentation such as, but not limited to, the Risk Assessment Matrix and Waiver for Concordia University of Edmonton and all required documents as per the CSA's Expense Forms and any related Policies.
 - 1.7. The claimant is required to purchase travel insurance, this is needed in order for the travel advance to be approved.

Approval and Signing Authorities

2. Approval for the travel advance is determined by the CSA President and VP Finance.
 - 2.1. If required, consultation of the Executive Council may be conducted.

Travel Advance Repayment

3. Only the most economical method of travel shall be reimbursed. When the claimant, for personal convenience, chooses an alternative that is a more costly method of travel, the maximum reimbursement will be based on the lowest cost alternative.
 - 3.1. Any claimants with physical and/or mental disabilities or special needs that require assistance during travel are eligible for reimbursement for the most economical form of travel which accommodates their disability.
 - 3.2. The claimant is responsible for creating the request in a timely matter to ensure the travel expenses are incurred within the current fiscal year.
4. Travel advances must be accounted for by submitting all original receipts within ten (10) business days of return.
 - 4.1. If payment is due to the CSA for any unused portion of the travel advance, a personal cheque payable to Concordia Students' Association must accompany the Travel Expense Claim for the remainder to balance the account.
 - 4.1.1. If a travel advance is not reconciled as required, future advance requests shall be denied and alternative methods may be sought to reconcile the account.
5. If the claimant incurs travel expenses on behalf of another student, that student must provide written consent forfeiting their right to reimbursement which is to be submitted to the VP Finance.

Travel Expense Reimbursements

6. Expenses are only to be reimbursed if noted in the Travel Advance Request Form and/or deemed appropriate by the CSA President and VP Finance. If expenses are not noted in the form then expenses shall not be reimbursed.
 - 6.1. This is a partial list detailing travel expenses which are not eligible for reimbursement:
 - Passport or immigration fees,
 - Upgrading to first class or business travel class,
 - Costs for personal layovers,
 - Luxury accommodations or resort fees,

- Alcoholic beverages,
- Interest charges on outstanding credit card balances,
- Traffic and parking fines,
- Cancellation fees for failing to cancel transportation or hotel reservations, unless cancellation was due to work requirements and occurred after the cancellation deadline,
- Excess personal baggage or loss or damage to personal possessions of the traveler,
- Equivalent dollar reimbursement for non out-of-pocket costs such as use of airline reward point or other rewards programs,
- Hotel pay movies or mini-bar,
- Memberships or access fees to airline lounges,
- Expenses for family members of traveling students, unless pre-authorization has been granted,
- Personal travel insurance,
- Entertainment expenses (such as airline headsets, movies and sporting events) for the claimant while traveling,
- Any other personal or excessive amounts.

Concordia Students' Association

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APPENDIX A

Travel Advance Request Form			
Date Submitted		<p style="text-align: center;">IMPORTANT NOTICE</p> <p>By signing and submitting this form you agree that the requested funds will only be used for the purposes stated in this form. You are also solely responsible and liable for the requested amount. Advances must be accounted for by submitting this form along with original receipts within 10 business days of return. If repayment for any unused portion of the advance is due to the CSA, a personal cheque payable to the Concordia Students' Association must accompany the Travel Expense Claim.</p>	
Traveler Name			
Traveler Address			
E-mail Alias			
Phone			
Department			
Destination			
Departure Date			
Return Date			
Purpose of Travel			
Total Advance Requested		Date Approved	
Approved By		Date Signed	
CSA President Approval		Travel Insurance Number:	
VP Finance Approval			
Traveler Signature			
Account Information	65-1111-0000		

Anticipated Expenses				
Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Airfare				\$0.00
Ground Transportation			1	\$0.00
Conference/Registration Fees			1	\$0.00
Lodging				
Meals and Tips			1	\$0.00
Miscellaneous			1	\$0.00
Grand Total				\$0.00