

**NEWFOUNDLAND AND LABRADOR
PUBLIC SECTOR PENSIONERS' ASSOCIATION
TRAVEL POLICY**

OBJECTIVE:

To provide reimbursement to Board Members and Staff for travel expenses incurred on behalf of the Association.

POLICY:

1. Travel on behalf of the Association will normally be by private vehicle, and, to the extent possible, car-pooling is expected. Use of a rental vehicle or air travel will require the prior approval of the Executive Committee;
2. A travel advance may be issued, if requested;
3. All travel expenses must be submitted on the Association's expense claim form, with appropriate receipts attached, for review and approval by the Association's Treasurer;
4. Reimbursement to Board Members for private vehicle usage will be on the basis of the current Provincial Government approved basic rate;
5. Staff will be reimbursed the current Provincial Government basic rate for any kilometers claimed. Where the Association requires an employee to use his/her private vehicle for Association business, the employee will be reimbursed the difference between his/her premium for personal insurance and insurance costs at commercial rates;
6. Rates of reimbursement for meals shall be as follows:
 - 1) For each day or part thereof, on travel status, the maximum rate allowable inclusive of taxes and gratuities shall be the same as current Provincial Government basic rates;
 - 2) Breakfast may be claimed when a Board Member /Staff is required to be on travel status two hours or more prior to the beginning of a regular business day. Dinner may be claimed when the Board Member/Staff is unable to return to their home/place of work at least two hours after the end of a regular business day. Meals may not be claimed where the cost of meals is included as part of another reimbursable or prepaid item i.e. conference fees, transportation costs.
7. In the event that commercial accommodations are required, arrangements will be made by the Association's Administrative Assistant. Should a Board Member/Staff choose another commercial location, reimbursement shall be the lesser of either the lower rate or the arranged commercial rate;

8. Private accommodations will be compensated the same as the current Provincial Government basic rate;
9. Out-of-Province Travel will be considered separately by the Executive Committee. Any request for out-of-Province travel must include a detailed proposal of the trip, including purpose, relationship to objectives of the Association, and full costs;
10. Requests for travel assistance to events sponsored by the Association will be managed as a part of the budgeting for the event;
11. Any requests for special travel expense considerations for those other than Board Directors or staff of the Association will be dealt with on an individual basis.
12. Should special personal circumstances exist that require compensation outside this policy, PRIOR approval from the Finance Committee will be required before the expense is incurred.

Approved by Board of Directors:

Reviewed by Finance/Executive Committee:

Approved by Board of Directors:

November 27, 2008

May 19, 2021

May 26, 2021