

NEWFOUNDLAND AND LABRADOR PUBLIC SECTOR PENSIONERS' ASSOCIATION
TRAVEL POLICY

OBJECTIVE:

To provide direction on the reimbursement to Board members, staff and volunteers 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; and must be accompanied by a full travel itinerary, purpose of the travel, and budget. Any travel advance requires the approval of the Executive Committee.
3. All travel expense claims must be submitted within thirty (30) days of completion of travel or before the end of the budget year, which ever is earlier, on the Association's expense claim form, with appropriate receipts attached, for review and approval by the Association's Treasurer. Should an expense claim be submitted that pre-dates the current fiscal year, PRIOR approval of the Board of Directors shall be required before any reimbursement is made.
4. Reimbursement to Board members for private vehicle usage will be based on the current Provincial Government approved basic rate.
5. Directors may be compensated for travel on Association business directly from their home to a destination specified by the meeting/event agenda and includes return from the meeting/ event directly to their home. The home address for purpose of travel shall be the official address of the Director on record at the NLPSA Office.
6. 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.
7. 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. If travel occurs during the normal lunch period and is not provided by the host, lunch may be claimed by the Board member/staff. 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, or meetings where the meals are provided by the host.

8. If commercial accommodations are required, arrangements will be made by the Association's Executive Director/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.

9. Private accommodations, excluding secondary personal residences, will be compensated the same as the current Provincial Government basic rate.

10. 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.

11. Requests for travel assistance to events sponsored by the Association will be managed as a part of the budgeting for the event.

12. Any requests for special travel expense considerations for those other than Board Directors or staff of the Association are to be dealt with on an individual basis and if requested must be accompanied by a full travel itinerary, purpose of the travel, budget, and requires the prior approval of the Executive Committee.

13. Should special personal circumstances exist that require compensation outside this policy, the request must be submitted in writing, and be accompanied by a full written explanation detailing the special circumstances, and include other details such as travel itinerary, purpose of the travel, budget, etc. PRIOR approval from the Executive Committee is required before the expense is incurred.

Approved by Board of Directors:

November 27, 2008

May 19, 2021

May 26, 2021

September 18, 2025