



RECREATION & PARKS ASSOCIATION OF NUNAVUT

Policy Title: Travel and Reimbursement Policy	Policy No: 100.03
Approved: March 21st, 2013 Current version approved: Date of last review:	Pages: 5

PURPOSE

1. The purpose of this policy is to ensure that the Recreation & Parks Association of Nunavut reimburses individuals acting on behalf of Recreation & Parks Association of Nunavut are fairly reimbursed for direct travel expenses.
2. This Travel and reimbursement Policy is to outline the travel requirements to be used by the Recreation & Parks Association of Nunavut volunteers and employees for travel and expenses related directly to their work and responsibilities. The provisions contained in this policy are mandatory and provide for the reimbursement of reasonable expenses necessarily incurred while implementing services and travelling on Association business and to ensure volunteers and employees are not out-of-pocket. These provisions do not constitute income or other compensation that would represent personal gain.
3. Conduct that violates this Travel and Reimbursement Policy may be subject to sanctions pursuant to this Policy, and may be further dealt with under Recreation & Parks Association of Nunavut's Discipline and Complaints Policy.

FIELD OF APPLICATION

4. This policy applies to the Recreation & Parks Association of Nunavut Staff, Board of Directors and approved members traveling under the following circumstances:
 - a. Attendance at RPAN Board of Director meetings, Committee meetings, general and special meetings, and standing committee meetings;
 - b. Recreation & Parks Association of Nunavut assignments for which travel expense reimbursement is approved by the Board of Directors or Executive Director;
 - c. Staff travel approved by the Executive Director; and
 - d. Upon submission of a receipt.
 - e. While engaged in activities of the Association. .

DEFINITIONS

5. The following terms have these meanings in this Policy:

Accommodation: Commercial accommodation: lodging facilities such as hotels and motels. Private non-commercial accommodation: private dwelling or non-commercial facilities where the employee does not normally reside.

Per Diem: a daily allowance that may include some or all meal costs.

Corporate card: XXXXXXXXXXXXXXXX



RECREATION & PARKS ASSOCIATION OF NUNAVUT

Day: a calendar day unless otherwise specified. *Day of rest:* in relation to an employee, a day, other than a holiday, on which an employee is not ordinarily required to perform the duties of her/his position other than by reason of her/his being on leave.

Economy Class: the standard class of air/rail travel, including special discount fares. It excludes first class and business class or equivalents.

Employee: a person employed by the Association, including:

- Regular full-time employee: an indeterminate employee who regularly works 37.5 hours per week on average;
- Regular part-time employee: an indeterminate employee who regularly works less than 37.5 hours per week;
- Term employee: an employee hired for a defined period of at least six (6) months duration;
- Casual employee: an employee who is hired for a defined period of less than six (6) months, or is assigned work on an intermittent basis;
- Individuals hired under a contract for service (professional services contract) are not considered employees.

Headquarters area: Iqaluit, NU

Immediate family: mother, father, sister, brother, partner, child (including foster child or the child of legal or common law partner), stepmother, stepfather, mother-in-law, father-in-law, foster parent, grandparent, grandchild or any relative permanently residing in the employee's household or with whom the employee permanently resides.

Incidental expense allowance: an allowance to cover the costs of items for which no other reimbursement or allowance is provided under this policy. It includes, but is not limited to, such items as gratuities, laundry and personal telephone calls.

Overtime: For employees who are not on a Monthly Work Schedule, work performed outside the Association's regular hours of work, on a day of rest, or on a statutory holiday. For employees on a Monthly Work Schedule, work performed over and above the employee's monthly work schedule approved by the supervisor in advance.

Per diem: see Composite meal allowance.

Principal residence: the single permanent location where an employee normally resides.

Receipt: an original document showing the date and amount of the expenditure paid by the employee.

Workplace: the single permanent location determined by the Association at or from which an employee ordinarily performs the work of her/his position.

PRINCIPLES

6. The Recreation & Parks Association of Nunavut shall ensure that Association volunteers and employees are reimbursed for out-of-pocket travel-related expenses and ensure that travel arrangements are consistent with this policy.



RECREATION & PARKS ASSOCIATION OF NUNAVUT

POLICY STATEMENT

7. RPAN will provide travel and reimbursement to volunteers and staff for eligible expenses according to the guidelines and procedures described in this policy. All will be pre-approved.

PROVISIONS

8. Recreation & Parks Association of Nunavut will enforce this Travel and Reimbursement Policy and members of RPAN who do not meet these standards of behaviour will be subject to the penalties or sanctions identified within the Disciplinary Policy.
9. Members shall act in a responsible manner that not only is but is perceived to be ethical while conducting the business of the Association.

SCOPE AND APPLICATION

10. This policy applies to the Individuals defined above, relating to conduct that that may arise during the course of Recreation & Parks Association of Nunavut business, activities and events, including but not limited to travel and any meetings.
11. This policy may apply to conduct that occurs outside of Recreation & Parks Association of Nunavut business and events when such conduct adversely affects relationships within Recreation & Parks Association of Nunavut and its work and environment and is detrimental to the image and reputation of the organization.

RESPONSIBILITY

12. The Finance Committee shall:
 - review the travel expense claims on a quarterly basis.
13. The Board of Director shall:
 - verify and approve travel expense claims prior to reimbursement.
 - determine whether travel is necessary, in consultation with employee(s);
 - pre-authorize travel within ten (10) working days of receiving the request;
 - exercise spending authority to ensure that budgetary limits are not exceeded;
 - verify and approve Expense details in within three (3) to five (5) working days of receiving the travel request and the related prior to reimbursement;
14. Employees (including those under service contract) shall:
 - be responsible for all charges made to their personal corporate credit card;
 - become familiar with the provisions of this policy and the employee travel standards before departure;
 - receive authorization to travel if required to do so within a minimum of five (5) working days in advance of the travel date,
 - if the accommodation is no longer required, ensure that the reservation is duly cancelled and that a cancellation number is obtained. The standard practice is to guarantee accommodation reservations for late arrival. Should the employee forget to cancel the reservation, the cancellation penalty (usually one night's charge) is the employee's responsibility.



RECREATION & PARKS ASSOCIATION OF NUNAVUT

- Within fifteen (15) business days, forward the Employee Expense, including supporting documents and receipts to the proper delegated authority for electronic approval.

Required in the submission of expense claims as listed below by vouchers, receipts or other appropriate documents:

- original of the passenger coupon for air (e-ticket), rail or bus travel;
- overnight commercial accommodation, apart from private accommodation
- car rentals paid for with the Corporate Card (exclude insurance which is covered by the Corporate Card;
- taxis;
- telephone calls, internet charges, and fax charge;
- parking charges;
- tickets for exhibitions, dinners or events (must be pre-approved).

REVIEW AND APPROVAL

The Recreation & Parks Association of Nunavut Board of Directors and Executive Director shall review this policy biennially.

- I. This policy was approved by the Recreation & Parks Association of Nunavut Board of Directors on the XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- II. Date of last review:
- III. Original Policy Lead: Dawn L. Currie



RECREATION & PARKS ASSOCIATION OF NUNAVUT

Appendix A TRAVEL EXPENSE/ALLOWANCE RATES

The composite allowance (per diem) is broken down as follows:

	Nunavut	Canada
Breakfast	\$21.20	\$15.65
Lunch	\$29.85	\$15.15
Dinner	\$70.30	\$41.70
Incidental	17.30	\$17.30
Total	138.55	\$89.85

The per-kilometre allowance for personal car is fifty-eight and one half cents (.585¢) /km.

The rate for private accommodations is fifty dollars (\$50.00) per night.

Meals

- For each day of travel, employees will be paid a comprehensive allowance (per diem) for meals, as determined by the Association and set out in Appendix 1 of the Travel Policy;
- per diems are applicable only if meals are not included in the cost of travel, hotel accommodation or conference event. Where meals are provided, the per diem shall be reduced accordingly; and rates for individual meals or per diems include drinks and gratuities;

Incidental expenses

- Incidental expenses only can be claimed when an overnight stay is required.

Excess Baggage

- Employees will be reimbursed for excess baggage charges on a trip-by-trip basis only for materials belonging to Council that have been deemed necessary by the Association.