

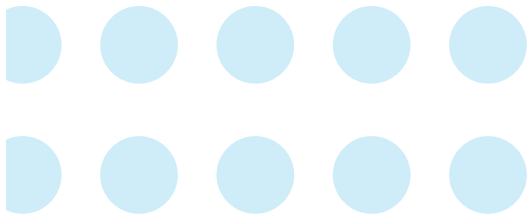


ACGC
ALBERTA COUNCIL FOR
GLOBAL COOPERATION

Procedures and Policy
DOMESTIC TRAVEL

Policy name: Domestic Travel Policy

Policy type: Operational – Board and Staff



POLICY STATEMENT

The domestic travel policy [hereafter referred to as the policy] sets out the general guidelines for staff, volunteers and board directors of the **Alberta Council for Global Cooperation** to be compensated while traveling in an official capacity on behalf of the organization in Canada on business. Staff, volunteers and board members are entitled to be compensated for eligible and reasonable travel-related expenses as outlined in the policy.

DEFINITIONS

Domestic: Domestic refers to all areas within Canada. Travel to locations outside of Canada are outlined in the International Travel Policy.

Individuals: Individuals refers to staff, volunteers and board directors of ACGC who are travelling to conduct business on behalf of ACGC.

Organizational Business: Organizational business refers to activities intended to promote and achieve the goals and objectives of the Alberta Council for Global Cooperation.

PROCEDURES

General Principles

- Individuals are to be compensated for reasonable travel expenses if eligible, as defined below, while conducting organizational business domestically.
- Wherever reasonably possible, the most economical and sustainable means of travel is the preferred option.
- Individuals must submit an expense report with original receipts to receive compensation for travel expenses.
- Staff, volunteers and board directors may dispute the decision regarding travel expenses by submitting a detailed account justifying their dispute. The dispute resolution process is to be overseen by the Executive Director and/or one or two members of ACGC's board of directors.

Eligibility for Travel Expenses

Travel expenses can be claimed by:

- individuals conducting organizational business that is in addition to normal duties and/or more than 25 km driving distance from their residence or ACGC offices,

PROCEDURES

- requires overnight accommodations, or
- where use of a personal vehicle is required for an abnormal engagement on behalf of the organization.

Travel Pre-Approval

Appropriate authorization is required prior to committing any funds. For travel:

- Within Alberta, authorization is required from the employee's immediate supervisor.
- Outside Alberta, authorization is required from the Executive Director.

Rates and Allowances

- Per diems rates are based on the travel directives set by the National Joint Council.
- Incidentals rates are to be based on 65% for meals and 65% for incidentals of the specified rate as set in [Appendix C by the National Joint Council](#), updated annually. Incidentals are to cover most non-meal expenses incurred by individuals.
- Individuals shall be reimbursed for the cost of faxes, photocopies, courier, internet services and mail services related to organizational business. Appropriate receipts and rationale must be provided to support expense claims.
- Expenses for telephone calls for business purposes are reimbursable.
- The Executive Director is responsible for ensuring per diems are reflected on staff pay stubs in accordance with standards set by the Canada Revenue Agency.

Vehicle Travel

- Wherever possible, staff, volunteers and board members are encouraged to car pool to reduce travel costs.
- Mileage rates for travel with a personal vehicle are to be 65% of the rate as set in the [Appendix B by the National Joint Council](#) and based on Alberta rates updated annually.
- Mileage rates are intended to cover the cost of fuel, insurance, as well as wear and tear of a personal vehicle.
- A rental vehicle is to be used over a personal vehicle in circumstances where the cost of a rental vehicle, insurance and fuel is the more economical option.
- The standard for rental vehicles is compact. Rental vehicles beyond the standard shall be authorized based upon factors

PROCEDURES

such as but not limited to safety, the needs of the traveler and the bulk or weight of goods transported. Rental car insurance should be purchased if staff do not have their own coverage.

Transportation and Accommodation Expenses

- All travel required by plane should be booked in Economy class only.
- The most cost effective air travel itinerary must be selected. Prior approval from the Executive Director to select a more costly itinerary must be arranged and reason noted in claim.
- Reservations for flights and a rental vehicle should include three quotes from different travel reservation websites or companies [e.g., Expedia, kayak.com, etc.].
- All boarding passes must be included in expense claims.
- Reimbursement for travel to and from the airport should be the least expensive and most practical means of transportation.
- The maximum amount for accommodation is to not exceed \$175. In the case that the accommodation rate will be in excess of the approved amount, contact the ACGC Executive Director for pre-approval. Original receipts for accommodation costs must be submitted.
- In choosing accommodations, a cost effective option should be considered. Judgment should be used if choosing a more expensive accommodation rate results in savings due to the ability to avoid the expense of a rental car, to reduce parking fees, to reduce or eliminate cab fare, or because breakfast is included in the nightly rate. Such rationale should be documented on reimbursement claims.
- If an individual stays with family or friends instead of incurring accommodations expenses, reimbursement may be made for a token gift to the host of up to \$55 per stay of up to three days, and \$110 per stay of more than three days.

Insurance

- Staff travelling by car must ensure they have auto insurance.
- Under no circumstances will ACGC be liable to staff, volunteers or any third party for any special, indirect,

PROCEDURES

incidental or consequential damages arising from any claim that is incurred during personal automobile usage for ACGC business.

Staff Overtime

- Staff overtime for domestic travel is to be pre-approved by the Executive Director.
- Staff are to maintain timesheets while travelling on organizational business.
- Staff are to be compensated for overtime as per the Human Resources Policy.

Personal and Business Travel

- When personal travel is combined with travel for organizational business, individuals will be reimbursed for only the business portion of the trip at the lowest available fare.
- When the allocation of business versus personal travel is not clearly evident, [e.g. a multi-destination airline ticket where one or more of the destinations is for personal travel], the individual must obtain an airfare quote for the business portion only, at the same time as the actual airline booking. This quote must be submitted as supporting documentation and the individual will be reimbursed for the lower of this quote and the actual fare.

Frequent Flyer Programs

- Individuals may use their personal frequent flyer travel accounts.
- Individuals must not specify a particular airline for the purpose of accumulating points unless the airline is offering the least expensive available fare.
- No reimbursements can be claimed for air tickets purchased with frequent flyer points as ACGC only reimburses for out of pocket expenses.

Carbon Offsets

- ACGC will consider the purchase of carbon offsets for air travel conducted by ACGC staff where possible.

Approval Date: March 2018 **Date of Amendment:** Feb. 2020

Date for Review: Fall 2021