

## ESIO Staff Travel and Expense Policy

This policy is designed to assist staff members in reporting expenses incurred while conducting ESIO business activities.

ESIO expects staff members to act responsibly and professionally when incurring and submitting costs. The organization will reimburse staff members for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips, technology charges and purchases made on behalf of the organization

Expense Claims that will exceed \$1,000 per trip or event will require the prior approval of the Finance Director. Expense Claims that will exceed \$5,000 per trip or event will require the prior approval of the CEO.

ESIO does not pay for local travel to and from the office, Board meetings or other local events, other than automobile parking charges.

### **General guidelines**

- Original receipts are required for reimbursement of all expenses except for per diems. These expenses include:
  - Original boarding passes for airplane/train travel
  - Credit card receipts
  - Detailed merchant receipts
- Receipts must be accompanied by a summary which outlines:
  - The nature of the expense
  - The name and titles of the individuals involved
  - The purpose for the expense
- Expense summaries must be submitted with receipts and approved by the Finance Director.
- All expenses and summaries must be submitted within 30 days to the Finance Director for payment.

## Travel guidelines

- If staff members use their vehicles for business travel, mileage will be reimbursed as per Canadian Revenue Agency automobile allowance rates, which in 2019 are:
- 58¢ per kilometre for the first 5,000 kilometres driven;
- 52¢ per kilometre driven after that;
- appropriate parking charges.

Annual updates can be found at the following link:

Website page: <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/automobile-allowance-rates.html>

ESIO will not be responsible for fuel, insurance, maintenance, traffic or parking violations.

## Meal Allowances/Per Diems

1. Travel in Canada (and the U.S.*)	Canadian \$ (taxes included)			
	Canada (all Provinces) & USA (except Alaska)	Yukon & Alaska	Northwest Territories	Nunavut
<b>1.1 Meal allowances</b>				
Breakfast	20.25	20.90	25.65	26.95
Lunch	19.85	21.15	27.85	36.45
Dinner	50.00	58.50	61.55	89.20
<b>Meal allowance total</b>	<b>90.10</b>	<b>100.55</b>	<b>115.05</b>	<b>152.60</b>

\* Meal allowances in the U.S. are the same, but reimbursed in U.S. dollars.

Rates are set in accordance with the National Joint Council.

Website page: <https://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>

**Other**

- Staff members are encouraged to fly coach class with the lowest available airfare for non-stop travel.
- If a car rental is required, staff members are requested to rent mid-sized or compact vehicles. Staff members will be reimbursed for the fuel and insurance costs associated with renting a vehicle.
- Staff members will be reimbursed for reasonable hotel accommodations. Discounted room rates should be requested at the time of room booking.
- Per Diem rates for meal and incidentals will be provided; no receipts are required.
- Per Diem rates will not be paid where other meal arrangements are provided. For example, a luncheon included with an event.
- The following list includes examples of non-reimbursable expenses:
  - Personal travel insurance
  - Personal reading materials
  - Childcare
  - Toiletries, cosmetics, or grooming products
  - Expenses occurred by spouses, children or relatives
  - In-room movies or video games
  - Sporting activities, shows, etc.

Any questions related to the content of this policy or its interpretation should be directed to the Finance Director.

Approved by the Board of Directors:

Date

CEO ~~Treasurer~~

Chair

June 25/19

