



## **CANADIAN ASSOCIATION OF MUNICIPAL ADMINISTRATORS (CAMA)**

### **TRAVEL POLICY**

**Policy # 2003-01**

**Date of Revision: May 25<sup>th</sup>, 2008**

#### **PURPOSE**

To establish the terms and conditions for the reimbursement of a Board Member's expenses while travelling.

#### **APPLICATION**

All Board Members as defined in the CAMA Constitution.

#### **BOARD MEETINGS**

In accordance with Article VII Section 5 of the CAMA Constitution, the Board meets at least three (3) times in each year at a time and place determined by the Board. The following will be considered reimbursable expenses subject to completion of the CAMA Expense Claim Form and submission of the required receipts.

#### **Travel**

- Return Coach/Economy ticket for air travel at the most advantageous weekend or Sunday return rate. In the event that the return to the point of origin is at a time or date requiring airfare higher than the above or a charge for ticket modification, the difference shall be assumed by the Board Member.
- Ground transportation costs to and from the place of work or residence to the departure airport as well as to and from the destination airport and the accommodation.
- When travelling by private vehicle, the kilometres travelled at the rate established by the Board Member's community provided it does not exceed the cost of air travel.
- When travelling by rented vehicle, the rental, insurance and fuel cost provided it does not exceed the cost of air travel.
- When a mode of travel other than air, private or rented vehicle is utilized, the cost of the return fare provided it does not exceed the cost of air travel.

#### **Accommodations**

- The nightly rate for single or double occupancy including all taxes and parking charges which apply for the duration of the stay are covered by CAMA. Any other charges to the room shall be assumed by the Board Member. The normal duration of the stay is defined as two nights accommodations on the day of arrival and the subsequent meeting day depending on the location of the meeting.

- Exceptions: When complications arise due to weather during travel to or from the meetings and when flight connections cannot be made to either arrive on time for the meeting or return home on the last day of the meeting, the additional nights of accommodations.

### Meals

- The cost of meals other than those provided for by CAMA shall be assumed by the Board Member. It is the practice of CAMA to cover the costs of the following meals: dinner on the day of travel to the meeting; breakfasts, nutrition breaks, lunch and the board dinner on the first day of the meeting; breakfast, nutrition break and lunch for the half day meeting. Directors are responsible for their own meals during travel time. See the policy on incidentals.
- Exceptions: When complications arise due to weather during travel; when flight connections cannot be made to return home on the last day of the meeting, meals are covered until such time as the board member is able to board the plane.

### Incidentals

- In order to cover incidental costs, board members may claim an allowance of \$25.00. No receipts required.

## **AUTHORIZED BUSINESS**

When representing CAMA at the request of the Board or the President, the following will be considered reimbursable expenses upon completion of the CAMA Expense Claim Form and submission of the required receipts. When requested by the President, the Board shall be made aware of such a request at the next Board meeting.

### Travel

- Return Coach/Economy ticket for air travel.
- Ground transportation cost to and from the place of work or residence to the departure airport as well as to and from the destination airport and the accommodation.
- When travelling by private vehicle, the kilometres travelled at the rate established by the Board Member's community provided it does not exceed the cost of air travel.
- When travelling by rented vehicle, the rental, insurance and fuel cost provided it does not exceed the cost of air travel.
- When a mode of travel other than air or private vehicle is utilized, the cost of the return fare provided it does not exceed the cost of air travel.

### Accommodation

- The nightly rate for single or double occupancy including all taxes and parking charges where applicable for the duration of the stay. Any other charges to the room shall be assumed by the Board Member.
- When residing at the home of a friend or relative, a one time gift to the host of \$80.00 maximum for the duration of the stay. No receipt required.

### Meals

- An allowance of \$65.00 per day excluding travel days. No receipts required.

### Incidentals

- An allowance of \$25.00 per day excluding travel days. No receipts required.

## **CONFERENCES AND SEMINARS**

The Board may at times authorize participation at a Conference or Seminar. In such instances the provisions found under the “Authorized Business” section of this policy will apply unless modified as follows. Under special circumstances, the President may authorize such participation; a report to the Board will be made at the subsequent Board meeting.

### Registration

- The cost of the Member’s registration fee including meals and special events. Registration will be processed by the CAMA National Office.

### Meals

- Where meals are included, the allowance will be adjusted by deducting the following:
  - \$12.00 breakfast
  - \$20.00 lunch
  - \$33.00 dinner.

## **CONSIDERATIONS**

- By administrative directive the Board will establish the CAMA Expense Claim Form.
- The reimbursement provisions and allowances set out in this policy shall be reviewed on an annual basis by the Board and adjusted where deemed necessary.
- When travelling outside of Canada, the above allowances will be converted to the currency of the country visited.
- Expenses incurred in a country other than Canada will be reimbursed in Canadian funds in accordance with the CAMA Bank Foreign Exchange Rate.
- The CAMA Expense Claim Form must be submitted within fourteen (14) days upon completion of the travel.
- Unless otherwise requested, CAMA will reimburse the Board Member.

## **INTERPRETATION OF THE POLICY**

The Board reserves the right to interpret the above policy and apply its provisions accordingly. It also reserves the right to determine where special circumstances may require deviation from this policy. Any approved deviation will be recorded in Board Meeting Minutes.