

Alberta Association of the Deaf Travel Expense Policy

1. General

Alberta Association of the Deaf (“AAD”) may reimburse or cover part or all of person’s or persons’ approved travel and related expenses incurred while conducting AAD business. Such expenses may include travel, meals, accommodation, business-related entertainment and related activities.

Persons seeking anticipated reimbursement are expected to submit Alberta Association of the Deaf Requisition for Pre-approved Travel Expenses forms. They are expected to use good judgment and integrity in making such requisitions.

The AAD Executive may approve, reject or make changes in such requisitions received from the applicants. The Executive may make changes, if any, on the requisition forms. Any Executive Committee or Board member who has submitted such requisition abstains from such decision-making process when it is being considered.

Approved, rejected or “need-to-revised” requisition will be signed by AAD President or Treasurer after the Executive or Board decision.

Any need to interpret or clarify any part of the policy should be referred to AAD Executive Committee for consultation and advice. Any need to review or revise the policy should be referred to AAD Executive Committee who may ask the AAD Board to review, make and approve any necessary changes.

2. Documentation of Expenses

Written requisitions (See Appendix A) for pre-approved travel expenses must first be submitted to AAD President or Treasurer who then refers them to the Executive Committee or Board for deliberation and decision. See Appendix A for the pre-approved form.

After the requisition (See Appendix A) has been approved, original and valid receipts for all expenses must be provided with the Alberta Association of the Deaf Travel Expense Claim form (Appendix B) wherever possible. “No Receipt” reported on an Expense Claim Form is subject to review for its reasonableness and approval as part of the overall review for reasonableness.

All expenses must be itemized on the claim form. The claim form must include purposes for the expenses and be supported by original invoices, credit card charge records, receipts or other documentary evidence indicating proof of payment including, in Canada, the GST registration number that must be clearly identifiable.

Claim forms (See Appendix B) must include:

- The approved purpose for the expense
- Relevant information attachments
- The names and addresses of business contacts/destinations
- Original invoices, credit card charge records, and receipts that clearly show the names and addresses of the business contacts/destinations, the dates and amount of charges, and separate identifications of goods and services, provincial, state, municipal and local taxes.

3. **Travel Rates and Allowances** (subjected to changes the AAD Executive may deem necessary)

Travel agencies are to be instructed to reserve the Lowest Logical Fare available with respect to airfare, hotels and car rentals 35 cents per kilometer – for all approved business within the province. The 14-30 days notice is required for travel claim.

Business Kilometer (Km) Rate

- ▣ 35 cents per kilometer for all approved business within the province.
- ▣ 10 cents per kilometer, plus all gas expenses as shown on **receipts** for all approved out-of-province travel.
- ▣ Calculation of distance travelled will be based on MapQuest website, <http://www.mapquest.com/directions>.

Meal Allowances (no receipts required)

- ▣ Breakfast \$10.00
- ▣ Lunch \$10.00
- ▣ Dinner \$20.00

NOTE: Meal allowances include gratuity and GST; therefore, these may not be claimed on Travel Expense Form.

Accommodation Expenses

- ▣ Receipts are required for accommodation costs – please request corporate rate.
- ▣ Claimant is expected to reserve accommodation up to the maximum of **\$150 including taxes and levies** and is responsible to pay the difference if it exceeds the limit.

Air Travel

- ▣ Receipts are required for flight costs.
- ▣ AAD may consider excursion fares or Saturday night stays in order to realize further cost reductions. AAD may reimburse additional accommodation and meal costs where the airfare savings exceed those additional costs.

- For any non-AAD activities, please use AAD Grant Request Policy form.

Alberta Association of the Deaf
Requisition for Pre-Approved Travel Expenses
(14-30 days notice is required for travel claim)

Objective and Rationale/Justification:

Destinations and Dates:

Expected Expenses will be (please provide estimate):

Signed: _____ **Date:** _____

Approved: _____
AAD President or AAD Treasurer

Alberta Association of the Deaf Travel Expense Claim Form

Approved Claimant: _____ Date(s) of Travel: _____

Purpose: _____

Travel Information: Mark 'Yes' if you paid for the taxi, or 'No' if we will be invoiced

Yes	No	By driving your own vehicle: @ 35 cents per kilometer	Distance	Amount
		To:		
		From:		
TOTAL AMOUNT claimed				\$
Yes	No	By TAXI Please put the <u>date</u> , <u>print your name</u> , and the <u>purpose</u> on the back of the receipt		
		To:		
		From:		
TOTAL AMOUNT claimed			GST \$	\$
Yes	No	AIR Travel Mark 'Yes' if you paid for the airfare, or 'No' if we will be invoiced.		
		To:		
		From:		
		Airport Parking		
TOTAL AMOUNT claimed			GST \$	\$
Yes	No	MEALS If "No", then per diem rate applies. Ensure <u>date</u> , <u>name</u> (printed), and <u>purpose</u> are on the		
		Number of Breakfast(s) :	Date(s) :	
		Number of Dinner(s) :	Date(s) :	
		Number of Supper(s) :	Date(s) :	
TOTAL AMOUNT claimed			GST \$	\$
Yes	No	OTHER ITEMS NOT LISTED ABOVE (e.g. relevant purchases)		
TOTAL AMOUNT claimed			GST \$	\$
GRAND TOTAL OF EXPENSE CLAIM			GST \$	\$
Less Advances (if any)				\$
AMOUNT DUE TO CLAIMANT OR AMOUNT PAYABLE BY CLAIMANT				\$

Claimant Signature: _____ Date: _____

AAD Authorization: _____ Date: _____

Date of cheque issued: _____ Cheque No.: _____