



Archery New Brunswick Policy – Travel on Archery New Brunswick (ANB) Business

Effective date: Amended and approved April 7, 2019

Purpose and Scope

The purpose of this policy is to ensure fair treatment of Board or other members and employees who may be required to travel on ANB business. The provisions contained in this directive are mandatory and provide for the reimbursement of reasonable expenses necessarily incurred while travelling on approved ANB business.

Amendments to this Policy may be made on the recommendation of the Executive Committee by a majority vote of the Board of Directors.

Definitions

Employee: a person employed by ANB whether on a full-time, part-time or casual basis.

Receipt: an original document or carbon copy showing the date, purpose and amount of expenditure paid by a traveler.

Traveler: a person who is authorized to travel on ANB business.

Authorization

All travel shall be approved by the President of ANB in advance in writing or by an exchange of e-mails unless the travel is part of an activity budget that has been presented and approved by the Board of Directors. The Treasurer shall apply the provisions of this directive.

Overpayments

Overpayments, occurring when and if amounts advanced to travelers exceed the amount of expenditures actually accounted for, shall be recovered from the traveler. Unaccounted advances shall be treated as overpayments and be fully recovered, unless the traveler can supply sufficient details and documentations on actual costs.

Travel advances

Travelers may request an advance to cover travel expenses. Travelers should provide a written request to archerynb@gmail.com outlining the estimated costs of travel and the amount requested. If approved, the Treasurer will be directed to provide an advance to the traveler. The traveler shall account for travel advances within 14 days of completion of the travel by submitting an ANB approved expense form and supporting documentation.

Travel forms

ANB approved forms shall be used in seeking travel authority, cash advances and for submitting travel claims with the supporting documentation where necessary.

Vehicle Insurance

ANB assumes no financial responsibility for the use of private vehicles other than paying the kilometric rate.

Privately owned vehicles used on ANB travel shall have at least the minimum provincial insurance coverage of public liability and property damage.

Travelers who intend to carry passengers are advised to confirm with their insurance agent that they are adequately insured. Any costs associated with passengers are the responsibility of the traveler.

Travelers Responsibilities

Travelers are responsible to select the least costly travel mode and may be required to demonstrate that such a selection has been made. Where the least costly overall mode has not been chosen, the Treasurer will reimburse to a maximum of the least costly overall method, unless justification is provided by the traveler and approved by the Treasurer.

Reimbursed Expenses

1. Accommodation

Where ANB has control over the location and timing of events, it will make every effort to schedule them in such a way as to allow travel to, attendance at and travel from the event without the need for an overnight stay. ANB will provide clear guidance to travelers as to which events and attendees they will reimburse accommodation expenses for.

When an overnight stay is required, travelers shall be reimbursed the cost for lodging facilities up to \$150 (CDN) per night. The standard for accommodation is a single room, in a safe environment, conveniently located, comfortably equipped and suitably priced hotel or motel. Reimbursement claims shall be supported by receipts. Travelers are responsible for incidental charges, including phone, long distance, internet, entertainment etc. Unless related to ANB business. Where accommodation meeting the standard cannot be found for under the published rate limit, an exception to the limit may be granted by the President of ANB. A request for exception should be made prior to booking accommodation.

Where ANB negotiates a special rate at a hotel for an event, travelers are expected to use that hotel. The ANB negotiated rate will be considered to be 'approved' regardless of the maximum rate stated above. Any alternate lodging arrangements must be at a cost equal to or lower than the ANB negotiated rate.

2. Meals

ANB will reimburse meal expenses for a person traveling on ANB business. Travelers are required to submit an ANB expense claim with supporting documentation for any meal expenses. The maximum amounts that may be reimbursed are as follows:

- Breakfast - \$10
- Lunch - \$12
- Dinner - \$23

Where a meal is provided for the traveler (eg. breakfast with a hotel room, lunch or dinner provided at an event), the traveler may not submit a reimbursement request for that meal. Meals will only be reimbursed when directly associated with ANB business. Side trips, detours etc. on personal business that cause a traveler to be away from home over a meal time when they could have completed their ANB business and travel prior to a meal time will not be reimbursed.

ANB does not provide any reimbursement for alcoholic beverages whether consumed with a meal or not.

3. Transportation

The selection of the mode of transportation shall be based on cost, duration, convenience, safety and practicality. Expenses associated with the selected mode of transportation shall be reimbursed as follows:

(a) Where air transportation is authorized and used, the traveler shall be reimbursed the cost of an airline ticket. The standard for air travel is economy class. The lowest available airfares shall be sought and bookings shall be made as far in advance as possible. Air travel reservations must be made by the traveler. Reimbursement will be limited to economy class tickets and including taxis, shuttles and other necessary local transportation services. Only actual expenses shall be reimbursed based on receipts.

(b) Where a rented vehicle is authorized and used, the traveler shall be reimbursed the rental cost, gasoline, road tolls and any other reasonable costs based on receipts. The standard for rental vehicles is compact size. Collision damage coverage for the entire period that a vehicle is rented is required. Travelers shall not be reimbursed for personal accident insurance coverage premiums.

Where a private vehicle is authorized and used, the traveler shall be reimbursed the approved ANB kilometric rate for the distance travelled. Travelers shall use the most direct, safe and practical road routes and shall claim only for distances necessarily driven on ANB business travel. Travel on ANB business shall be assumed to begin and end at the traveler's residence and this will determine the maximum distance that may be reimbursed unless an exception is granted prior to travel. If travelling by personal vehicle, the approved ANB kilometric rate will be equivalent to Archery Canada's current rate to a maximum equal to an economy airline ticket cost. If and/or when Archery Canada announces a mileage rate increase or decrease, ANB's rate will be amended accordingly.