

## LC OPERATIONS MANUAL

### 13.10 TRAVEL ARRANGEMENTS AND EXPENDITURES

#### 13.10.1 *General Guidelines*

- 13.10.1.1 All travel that is the responsibility of the Association will be controlled through LC Head Office and subject to the regulations of this manual.
- 13.10.1.2 The Association shall take full advantage of special reduced rates on airlines, sport rates at hotels, corporate discounts on automobile rentals, and any other discounts which may be applicable. Requests must be made with sufficient notice to acquire the best price possible.
- 13.10.1.3 Receipts are required for all expenditures being claimed, excluding those for ground travel by private motor vehicle and meals.
- 13.10.1.4 Anyone making a decision to extend their stay or change their existing travel arrangements (air and ground) will be required to pay the additional costs.
- 13.10.1.5 Travelers who are not able to arrive at their final destination before 9:00PM local time, unless by their own choice, will have the following options:
  - 13.10.1.5.1 When traveling to a meeting, they may arrive a day earlier and have their accommodations paid by the Association.
  - 13.10.1.5.2 When returning directly from a meeting to home, the traveler may choose to extend their stay by 1 day with their accommodations paid by the Association. If flying, the return flight will be booked on the first reasonably scheduled and priced flight.
- 13.10.1.6 All travel paid for by the Association, is to be booked by the Association and paid for with the corporate card unless agreed to by LC Executive Director.
- 13.10.1.7 Unless authorized by the Executive Director, in advance, travel expenses shall only include the expense of travelling to and from the event one time.

#### 13.10.2 *Failure to Attend*

- 13.10.2.1 If an authorized individual cannot attend a meeting or event, LC Head Office must be notified prior to the activity so that flight and hotel reservations can be cancelled.
  - 13.10.2.1.1 If an individual authorized to represent an MA at a LC meeting or event cannot attend or attends only a portion of the meeting or event, and does not provide LC office with reasonable notification prior to the start of the meeting or event, then that individual's MA will be invoiced for any costs incurred by LC as a result of the insufficient notice. Extenuating circumstances that would justify an exemption from this policy will be

## **LC OPERATIONS MANUAL**

determined on a case by case basis by LC Director of Administration.

13.10.2.1.2 If a member of the Board of Directors, Chair of a Sector or Committee who is scheduled to attend a LC meeting or event cannot attend or attends only a portion of the meeting or event, and does not provide LC office with reasonable notification prior to the start of the meeting or event or reasonable explanation for not fully attending, then the individual will be invoiced for any costs incurred by LC as a result of the insufficient notice. Extenuating circumstances that would justify an exemption from this policy will be determined on a case by case basis by LC Director of Administration.

13.10.2.2 After airline tickets have been purchased, two weeks prior to departure, the following rules apply:

13.10.2.2.1 if the traveler cancels their trip for reasons other than those excused by the Board of Directors (see below), they will be billed for any cancellation charges;

13.10.2.2.2 if the traveler changes their flight arrangements and a penalty is applicable, they shall be responsible to have the change made and pay the penalty;

13.10.2.2.3 extenuating circumstances in cases of death, a change in requirements or any other bona-fide reason will be considered on an individual basis by the Board of Directors;

### 13.10.3 *Airline Transportation*

13.10.3.1 Airline transportation shall be arranged based on the lowest available airfare, but subject to the following:

13.10.3.1.1 travel shall be arranged at a time convenient to the traveler, considering meeting period, flight availability, cost of travel, airline, and personal or business commitments of the traveler;

13.10.3.1.2 seat sale fares shall be booked if possible;

13.10.3.1.3 the cost of seat selection is not covered as seats can be selected at no charge 24 hours prior to departure;

13.10.3.1.4 the charge for one checked bag can be expensed under airline transportation.

### 13.10.4 *Ground Transportation - Own Vehicle*

13.10.4.1 The Association will pay for travel in a privately owned vehicle at the rate of \$0.40 per kilometer up to the cost of the lowest available airfare at the time of travel (based on pre-booking).

13.10.4.2 The total transportation claim including motor vehicle, accommodations and meals for the traveling portion of the trip must not exceed the equivalent of the lowest available airfare at the time of travel (based on pre-booking).

## LC OPERATIONS MANUAL

- 13.10.4.3 Persons traveling to the same destination should pool their transportation resources where possible.
- 13.10.4.4 In the case that there is more than one person traveling in the same private motor vehicle, only one person may claim for transportation.
- 13.10.5 *Ground Transportation - Rental Vehicle*
  - 13.10.5.1 Vehicles may be rented as necessary and as approved by LC Executive Director.
  - 13.10.5.2 The total claim for the vehicle, accommodations and meals for the traveling portion of the trip must not exceed the equivalent of the lowest available airfare at the time of travel (based on pre-booking).
  - 13.10.5.3 Payment can be made on the corporate credit card.
  - 13.10.5.4 A reasonable amount shall be deducted by the renter for personal use of a rental vehicle while the rental charge is being paid for by the Association.
- 13.10.6 *Other Transportation*
  - 13.10.6.1 Rail or bus travel must not exceed the equivalent of the lowest available airfare at the time of travel (based on pre-booking).
- 13.10.7 *Accommodation Expenses*
  - 13.10.7.1 Hotel/Motel
    - 13.10.7.1.1 All accommodations will be booked by or receive prior approval through LC Head Office.
    - 13.10.7.1.2 Accommodations will be billed to the Association, charged to the corporate card, or paid directly to the hotel by the guest.
    - 13.10.7.1.3 Anyone making a decision to extend their stay or trip before or after a meeting will be required to pay the additional accommodation costs.
- 13.10.8 *Meals*
  - 13.10.8.1 Directors, LC Sector Chairpersons, LC Committee members and LC Staff will be entitled to a per diem allowance of up to \$60.00 per day based on the following guidelines for partial meeting days or individual meal claims:
    - 13.10.8.1.1 Breakfast - \$15.00
    - 13.10.8.1.2 Lunch - \$15.00
    - 13.10.8.1.3 Dinner - \$30.00
  - 13.10.8.2 Receipts are not required for meals.
  - 13.10.8.3 Persons who are on flights or trains which provide meals as part of the service are not eligible to claim those meals as expenses.
  - 13.10.8.4 When possible, upon reasonable notice, LC Executive Director will bring cash per diems to the meeting for delegates which will only be

## **LC OPERATIONS MANUAL**

given out upon confirmation of the individual's travel dates and with a signature showing it was received by the delegate.

13.10.8.5 Outside Canada, reimbursement will be calculated on the basis of \$75.00 per day based on the following guidelines for individual meal claim:

13.10.8.5.1 Breakfast - \$15.00

13.10.8.5.2 Lunch - \$20.00

13.10.8.5.3 Dinner - \$40.00

13.10.8.6 Upon receipt of the per diem the individual must sign off with the person who distributed the funds to confirm that they received the cash. The person distributing the funds must return the signed sheet to LC office along with any unallocated funds.