



## **BUSINESS AND TRAVEL EXPENSES**

### **PURPOSE:**

To establish a policy and procedure for business and travel expenses, as well as submission of expenses to the FDFA

### **REIMBURSEMENTS:**

An employee or volunteer is reimbursed for reasonable expenses incurred in the performance of the organization's business. These expenses are reimbursed upon submission of a properly receipted and approved business expenses. Expenses not properly supported are deducted from the expense report and the FDFA representative is informed of the refusal to reimbursement until such a time that they provided the supporting documentation.

FDFA representatives must use receipts, except for cash gratuities (not exceeding \$5 CND per day).

Corporate credit cards are to be used for business purposes only. Receipts are to be provided for all expenses. When submitting in restaurant receipts, related to a business function, this is to be submitted to the FDFA, including the detailed restaurant receipt (i.e. details all food and beverages purchased), for re-imbursement of the GST.

All re-imbursements to the FDFA must include the following information: name of committee member submitting in expenses, purpose of business travel or expense (i.e. committee name), date of business travel or meeting, person(s) met with on business travel, and any other relevant information.

## **REIMBURSABLE EXPENSES**

### ***Personal Automobile Mileage***

An employee or Committee member authorized to use his/her personal vehicle for a trip out of town is reimbursed for mileage driven, at \$0.45/kilometre, to cover all costs of operating the vehicle.

Parking expenses are not included in the mileage rate and should be reported separately. The driver of the vehicle is solely responsible for all parking tickets and/or traffic infractions incurred.

### ***Air Fares***

All travel is at economy fares unless travel plans and circumstances permit charter class or discount fares. Variations from economy class fares are to be approved by the President except as provided in this policy.

All airfare bookings are to be made through the FDFA office, in order to utilize air points accumulated from FDFA hotel contractual agreements, and corporate credit card points. When possible, Committee



members should provide the FDFA with 30 days notice or more to communicate booking requests to the FDFA.

If the FDFA Board agrees to have a committee member complete their own airfare booking, all receipts are to be submitted to the FDFA head office as soon as possible.

#### ***Auto rentals and Taxis***

When a rental car is necessary, it is expected that the FDFA representative rent at the lowest suitable rate from a rental company. The FDFA is to be notified if a rental car is to be booked for FDFA business, and complete the reservation on behalf of the FDFA representative. If the FDFA is unable to complete booking, the FDFA representative is to submit all receipts to the FDFA head office with explanation of business activity.

***Taxi recipes*** for business purposes are to be submitted to the FDFA office, and should note on the receipts who is to be re-imbursed, whether cash or credit was used to pay taxi fare, and what the purpose of the taxi was utilized for (example: FDFA representatives name, government relations meeting – with Mr. Smith).

#### ***Lodging***

Lodging expenses are covered by the FDFA for organizational business and should be booked by the FDFA. Special considerations that are required by the FDFA representative should be identified to the FDFA as soon as possible (for example, smoking rooms, special needs). Complimentary lodging is to be used whenever possible to reduce the organizations' business travel costs. The FDFA is responsible for booking all accommodations for FDFA representatives, unless otherwise authorized by the FDFA board of directors.

#### ***Board of Directors Travel***

Lodging and incidentals for the Board of Directors will be covered for one day/night prior to the Business Summit and the Annual General Meetings.

***Cancellation of Lodging:*** All FDFA Committee members are to contact the FDFA to inform of any lodging or travel changes as soon as possible, in order for the FDFA to garner full reimbursement. This should be communicated at least 30 days prior to date of arrival at hotel, when possible.

#### ***Teleconferences***

All FDFA Committee related teleconferences are to be made via the FDFA teleconference number, provided by the FDFA. The FDFA head office should be informed by e-mail before the teleconference begins, providing the following information: when the teleconference number is going being used, for what committee, and who the participants will be on the teleconference, who the moderator is on the teleconference.