

TRAVEL & REIMBURSEMENTS POLICY

Expense reimbursements must follow the approved rates as per below:

Travel

Individuals should always seek the lowest cost travel option. Exceptions may be approved upon submission of details. Mileage is reimbursed at a rate of \$0.55/km, or a gas receipt for fuel used.

Meals

Maximum meal allowance per day (excluding tax and tip):

- Breakfast \$20.00
- Lunch \$20.00
- Supper \$40.00
- Maximum Gratuity is 18%

No reimbursement will be provided for liquor purchases. Receipts are required for meals.

Accommodation

Individuals should seek to find the most affordable option that provides good access to the event/meeting being attended. Accommodation allowance is \$200/day where the individual is held responsible for paying. For example: if 2 nights are required in a far-off location, one night is covered by the Community Member, the second night will be covered up to \$200. Receipt is required. If accommodation is expected to be greater than \$200/day, pre-approval is required.

Other Expenses

Additional types of expenses related to the administration/operation of CiB Alberta Society may be reimbursed. All expenses must have prior approval and receipts/documentation must be submitted.

Donation of Reimbursement

Any individual who wishes to *donate back* their travel & expense reimbursements may do so by indicating such on the expense claim form. It is important that any donated expenses are recorded for budgeting purposes.