

Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Finance
Policy/Procedure

Travel Expenses

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: February 26, 2015 (R)

DISTRIBUTION:

Policy

Approved Board and staff travel expenses will be reimbursed if accompanied by proper documentation and if within the limits set by the Board of Directors.

Original receipts must accompany request for reimbursement of any travel claim.

Mileage costs will be kept to a minimum at all times. If more than one employee is traveling to the same function, only one vehicle will be reimbursed; exceptions must be pre-approved by the Executive Director

Procedure

1. The rates for mileage and meal allowances will be reviewed each year by the board.
2. Mileage costs will be reimbursed at \$0.50 per kilometre.
3. Proof of insurance and driver's license must be provided annually.
4. Meal allowance will be \$15 for breakfast, \$18 for lunch, \$35 for dinner to a daily maximum of \$68. If registration includes any meals, these meals will not be reimbursed. Alcoholic beverages are not eligible for reimbursement.
5. Arrangements for staff and Board accommodations will be based upon double occupancy. A person preferring single occupancy will be responsible for their own accommodations.
6. Employees will be paid travel time.
7. Eligible expense claims will be reimbursed at the discretion of the Executive Director.
8. Expense claims must be submitted for reimbursement within seven (7) business days.