

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

Effective date: Amended April 15, 2016

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.

Traveller: 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 travellers 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 traveller can supply sufficient details and documentations on actual costs.

Travel advances

Travellers shall be provided with a travel advance to cover travel expenses. Travellers shall account for travel advances within 30 days of completion of the travel.

Travel forms

ANB approved travel forms shall be used in seeking travel authority and 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.

Travellers 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 traveller.

Travellers Responsibilities

Travellers 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

When an overnight stay is required, travellers shall be reimbursed the cost for lodging facilities. 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. Travellers are responsible for incidental charges, including phone and long distance charges unless related to ANB business.

2. Meals

A traveller shall be paid the meal allowance for each breakfast (\$10), lunch (\$12) and dinner (\$23) while on travel status for a total daily meal allowance of \$45.

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 traveller 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 traveller. 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 traveller 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. Travellers shall not be reimbursed for personal accident insurance coverage premiums.

(c) Where a private vehicle is authorized and used, the traveller shall be reimbursed the approved ANB kilometric rate for the distance travelled. Travellers shall use the most direct, safe and practical road routes and shall claim only for distances necessarily driven on ANB business travel. If travelling by personal vehicle, the approved ANB kilometric rate is \$.30 (effective April 15, 2016) to a maximum equal to an excursion airline ticket cost. In the future the rate will be tied to Archery Canada's rate. Consequently if Archery Canada announces a mileage rate increase or decrease, ANB's rate will be amended accordingly. The Executive Director will simply notify Board and Executive members of the change and its effective date.