

IABC Canada West Expense & Travel Policy

IABC Canada West exists to support chapter and regional leaders to develop professionally and in turn be able to sustain and grow our Western region chapters. As such, we hold in person meetings, we send delegates to our annual leadership conference, *Dare to Lead*, and to the international annual leadership conference *Leadership Institute*. There is occasional call for the Vice-Chair, Chair or Past-Chair to attend other meetings, such as IABC/Canada's *Blue Ribbon Panel*, meetings at *World Conference* or other ad hoc meetings.

The Region budgets annually to cover the out-of-pocket costs for leaders to attend these meetings, but there will always be some expenses that aren't covered (please review the IABC/CWR job descriptions for further information). As a non-profit, we also appreciate our leaders taking pride in keeping our costs down by sharing costs, bargain hunting when appropriate, and cost-effective transportation.

This policy applies to: **CWR Board of Directors** for in-person CWR board meetings, *Dare to Lead*, *Leadership Institute* and *World Conference* meetings, and other meetings that require attendance.

CWR Chapter Representatives for in-person CWR board meetings. Note that *Dare to Lead* and *Leadership Institute* expenses are covered under Chapter grants.

Transportation

Airfare

- One return airfare to your destination city.
 - If not flying from home, CWR will pay for the equivalent airfare from your home city.
 - Please be diligent in reviewing options and take advantage of seat sales when possible.

Other airline-related travel expenses

- Baggage fees for reasonable baggage.
- Reasonable travel cancellation insurance for travel to the United States, when an airline credit is not available in the case of cancellation of flight.

NOTE:

- Pre-paid airline meals and seat appointment fees are **not** covered.
- Change fees are **not** covered, unless you are making a change due to an IABC-related change over which you have no control OR you are too sick to travel. Note: you assume the airline credit as a personal credit – if your airfare has already been reimbursed, you will be required to reimburse IABC Canada West for the original amount, less the change fee.

Car travel

- Reimbursement for your mileage follows government rate <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmblllwnc/rts-eng.html>
- It is expected that you maintain insurance for all drivers of your vehicle. IABC and IABC Canada West will not be held liable for any accidents or incidents involving your car that occur while in transit to your meeting (including fines of any sort).

Transportation to and from airport

- Transportation to and from the airport in your home city, and to the hotel in the destination city, including:
 - Shuttle
 - Public transportation
 - Taxi
 - Car rental (if less expensive than return taxi fare)
 - Parking at airport if being picked up
- Please try to coordinate transportation schedules to accommodate other travelers arriving close to your arrival time.

Accommodation

- IABC negotiated rate for standard hotel accommodation for in-person meetings is 100% covered (reviewed annually).
- Where a flight out is not available after your meeting, an additional night of accommodation will be covered.
- Where it is less expensive to stay an additional night to take advantage of savings on airfare, the additional night will be covered if it is less than the airfare.
- You are welcome to stay later or come earlier – you will be reimbursed for your flight expense up to the fee you would have otherwise spent on your anticipated travel day (i.e. if you fly out on Tuesday and it's twice the price of Saturday's flight, we'll reimburse you up to the cost of Saturday's flight).

Meals & Alcohol

- Most meals are provided for IABC-related meetings/events.
- You may expense meals up to \$20 on travel days only, if no other food option is available (including eating at home before your flight, etc.), not including alcohol.
- At the discretion of the Chair, Vice-Chair and Past-Chair, meals for IABC-related meetings are reimbursable and may include a reasonable alcohol component.
- It is common for IABC events to hold a Dine Around – this is not a reimbursable expense.

Reimbursement Process

- When travel dates are firm, book and pay for your travel and accommodation, registration fees (as applicable) and transportation (e.g. shuttle, car rental, as applicable) with your credit card.
- It is preferable to submit a single claim for reimbursement that includes all travel expenses, including hotel. If you require reimbursement for your flight prior to travel, you may do so. In the case you **do not** travel, you are required to reimburse CWR for any pre-paid expenses.
- The cheque requisition form is available from the Finance Director.
- In the case of in-person meetings, you can bring your completed form and receipts and receive your cheque in person.
- For other travel, please mail the original receipts with the cheque req form to the finance director

NOTE: Original receipts are required for all reimbursable expenses. Please make every attempt to attain the original, itemized receipt that accompanies your expense, showing the items purchased and any GST/HST paid.