Saskatchewan Council for International Cooperation I Travel Reimbursement Policy

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Policy Title: Travel Reimbursement Policy	
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Policy Purpose

The following guidelines apply to SCIC board members, SCIC staff and the Executive Director.

Accommodation

- SCIC will reimburse hotel costs of up to $140 plus taxes/night, or for private accommodation up to $35/night.
- All hotel claims must be accompanied by original receipts.

Dependent Care

- SCIC will subsidize extra-ordinary (outside of normal work hours) dependent care costs of up to a maximum of $84.00/day ($12/hour up to 7 hours) incurred as a result of SCIC travel requirements. This subsidy will not be available for care provided by a parent or legal guardian.
- The availability of resources to support this subsidy must be verified prior to incurring costs, and all dependent care claims must be accompanied by original receipts.

Incidentals

- SCIC will reimburse incidental costs, telephone calls or other personal expenses of up to $10/day.
- These expenses may only be claimed with overnight stay.
- Other incidentals with receipt may be approved at management's discretion up to a maximum amount established, prior to travel approval for that trip.

Meal Allowance

	In Province	Out of Province
Breakfast	$8.00	$11.00
Dinner	$14.00	$16.00
Supper	$20.00	$24.00
For partial days:		
Total Daily Per Diem Allowance	$42.00	$51.00

- The above rates include GST and meal gratuities.
- Where a charge is made for a banquet, it will be in lieu of the meal rate provided for that meal.
- When meals are provided at SCIC activities or meetings, please deduct the appropriate amount from the daily allowance.
- Receipts for per diem meals are not required.

Meal Allowance Claims

While away from the office/location where you normally work and are traveling:

- A meal allowance will **not** be paid for:
    - Breakfast, if departure is later than 7:30 a.m., or the return is earlier than 8:30 a.m.
    - Dinner, if departure is later than 11:30 a.m., or the return is earlier than 12:30 p.m.
    - Supper, if departure is later than 5:30 p.m., or the return is earlier than 6:30 p.m.
- Notwithstanding the above, an employee away from after 5:30 p.m. and having worked six (6) hours after 5:30 p.m. will be eligible for a dinner. No allowance will be paid to employees on overtime, nor shall more than three (3) meals be claimed for in one (1) day.

Transportation

- To obtain the best commercial travel rates, tickets or rentals are to be arranged at least two weeks in advance of the SCIC activity, unless otherwise not possible.
- Kilometerage will be reimbursed at the rate of $0.388/KM. This rate must be at least 80% of the Provincial Government rate.
- Parking charges at accommodation and meeting venues are eligible for reimbursement.
- Transportation to accommodation and meeting venues by local transit or taxi are eligible for reimbursement, as necessary. Please share taxis or take public transit whenever possible.
- All transportation and parking claims must be accompanied by original receipts (this includes airline, train or bus boarding passes).
- Determination of travel costs must be the cheapest mode possible, (ie: airline and taxi or km rate) and approved prior to travel by ED. Reimbursement will be based on the approved amount, irrespective of mode of travel. If Board Members are requesting reimbursement of travel, then the President /Treasurer would approve.

- SCIC will not pay for traffic offenses (eg. Speeding tickets) other than parking tickets. (must be paid within the time limit specified) as long as the parking ticket was incurred while conducting SCIC business and/or if the ticket was incurred in an emergency or in a necessary and unavoidable situation.

Reimbursement

- Reimbursement claims must be made within 30 days of the SCIC activity by completing the SCIC reimbursement form, and by attaching original airline, train or bus boarding passes, as well as any required original receipts.
- Unless preauthorized, claims in excess of the allowances indicated will be deducted when expenses are reimbursed.

ICN or CCIC

- Travel out of Province for ICN or CCIC will be reimbursed according to their respective policies.

This policy will be reviewed on an annual basis.

Exceptions to this must be approved by the Executive Director prior to incurring the expense.