



Travel, Conference, and PD Expense Policy

Category: Operational Policy
Review Cycle: Last revision: 2025 Next Revision: 2028
Policy Sponsor: Finance Officer

I. Overview

All travel, conference and professional development expenses incurred by the Association must be directly related to fulfilling, or to building individuals' capacities to contribute to, the Association's core mandate by law or its objectives in accordance with the Bylaws.

Conferences, seminars, and other professional development opportunities that provide a clear benefit and demonstrated value may be approved by the Executive Board, subject to budgetary considerations, and with priority given to those related to labour relations, duties related to member representation, and the provision of services to the membership.

II. Authority

Expenses related to the following events have standing approval under this policy:

- CAUT Council Meetings
- CAUT Forum for Chief Negotiators
- CAUT Forum for Presidents
- CAUT Forum for Senior Grievance Officers
- CAUT Contract Academic Staff Conference
- COFAS
- CAUT Workshop for New Activists
- CAUT Forum for New Presidents
- Western Regional Conference
- CAFA Meetings and Conferences
- Travel to Edmonton pertaining to government relations
- Travel within Calgary pertaining to government relations and legal counsel

Conferences, seminars and other professional development opportunities not listed above are subject to the following requirements and considerations:

- a. Professional Development Proposals shall be submitted to the Executive Board in advance outlining projected costs and anticipated value of the conference and how it would contribute to the work of the Association.
- b. Executive Board approval of travel, conference and professional development expenses shall take into consideration the balance in the range of conferences to which members/staff are sent as well as the type of conferences that are funded.
- c. No later than 20 working days following the conclusion of an event funded pursuant to this Policy, a written report shall be submitted to the Executive Board, at its request, outlining substantive takeaways that would inform the work of the Association.

III. Expense Reimbursement Process

Individuals seeking reimbursement for expenses incurred while travelling on MRFA business must submit an Expense Claim Form (Appendix II) and receipts: receipts are required for all expenses other than per diems, mileage and private accommodations, if applicable. A separate Expense Claim Form is

to be submitted for each event attended or trip taken on MRFA business. Expense Claim Forms must be submitted no later than 30 calendar days after the event for which the expenses are being claimed. Expenses in addition to those detailed below are not reimbursed unless they are authorized in advance by the Executive Board.

IV. Eligibility

To be eligible for reimbursement, all purchases shall be made in accordance with the MRFA's Environmental Sustainability and Ethical Purchasing Policy.

V. Limitations

To achieve the targets outlined in the Association's Environmental Sustainability and Ethical Purchasing Policy, where appropriate, virtual attendance at conferences and low carbon means of travel (i.e. transit and carpooling) shall be prioritized.

a. Air Travel

Flight tickets are to be booked in advance, where possible, to reduce costs. The MRFA shall pay for pre-selection of seats and up to one checked bag. Fees charged for overweight bags and extra bags will not be reimbursed. In-flight food will be reimbursed if the flight duration is over 2 hours.

b. Ground Travel

The MRFA shall reimburse expenses incurred for all types of public transit and taxis: receipts required. If a member uses their own vehicle while travelling on MRFA related business, they shall be reimbursed at the rate of \$0.635/km. Mileage paid by the MRFA shall not exceed the lowest airfare available at the time of the event, screenshot of airfare required. The MRFA shall not normally pay for rental vehicles unless it is authorized in advance by the Executive Board.

c. Accommodation

Commercial overnight accommodation is reimbursed at the single room rate for those nights reasonably necessary to attend meetings/events or carry out MRFA business. Accommodations shall normally be at the location of the meeting/event, but may also be at the most reasonable accommodation in the immediate vicinity or in private accommodations. A member shall be reimbursed, up to a maximum amount of \$100, for a host gift or meal when private accommodation is arranged. The Association shall also reimburse the cost of access to wireless internet if applicable.

d. Meals, Incidentals and Per Diem

The Association shall provide a per diem to members (receipts not required) in an amount up to \$130.80 on average per day for meals and incidentals. This is intended to cover Breakfast (\$28.40), Lunch (\$27.40), Dinner (\$57.70), and incidentals (\$17.30).

e. Dependent Care

The MRFA shall provide reimbursement of expenses over and above regular day-to-day costs associated with providing care for dependents while members are away on MRFA business: receipts required.

f. Other

- Telephone: Actual cost of calls while away on MRFA-related business is reimbursed: phone bill required.
- Hospitality: Reasonable expenses for hospitality expenses and tips are normally reimbursed: receipts required.

- Other expenses: Actual cost of other expenses that would not normally be incurred, such as parking, is reimbursed: receipts required. Other expenses may be subject to approval by the Executive Board.
- Number of Members' funded per event: the Association shall normally fund one Member to attend an approved event. The learning from each event shall be shared with applicable individuals via a written report outlined in II. c. above. Where Members do not provide a report they shall not receive funding for subsequent conferences.
- Receipts & Compliance: Expense Claim Forms and receipts must be submitted within 30 days of the event. Exceptions are subject to approval of the Audit and Finance Committee.

VI. Reporting

A detailed breakdown of all expenditures under this policy shall be available for Member review at, or after, the AGM. To support the targets outlined in the Environmental Sustainability and Ethical Purchasing Policy, the report should include estimated Association-wide travel related emissions, when feasible due to staff resources.

VII. Procedures

Travel to conferences with standing approval under section II or with prior Executive Board approval shall normally be coordinated by the Association's Administrative Specialist. When booking travel for MRFA Officers and Members, the Administrative Specialist shall

1. Inquire with the individual regarding travel preferences, dietary restrictions, and emergency contact information.
2. Make all air travel arrangements with a ticket that can be changed if needed; that is, the Administrative Specialist shall not normally book flights that cannot be cancelled or changed without a refund or credit.
3. All travel, registration, and accommodation details, along with a copy of this travel policy, shall be provided to the member by email when those arrangements are confirmed.
4. Within a week of the member's departure, provide the member with
 - a. a hard copy of their itinerary,
 - b. a hard copy of this policy and the reimbursement form, and
 - c. the Association's Travel credit card, should the member opt to use it. The member shall be required to sign out the card and return it within 5 business days, along with all receipts.

VIII. Related Documents

- MRFA Reimbursement Form (appended)
- Ethical Purchasing Policy



MRFA Reimbursement Form

Name: _____

Date: _____

The name the reimbursement should be payable to

Date of request for reimbursement

Link to Conference Report

Function: _____

Function Date: _____

Total Amount: _____

Breakdown of Expenses:

Mailing address:

Submission of expenditures to the MRFA entails compliance with the MRFA's Ethical Purchasing Policy

RECEIPTS REQUIRED*

*Receipts for per diem and mileage expenses not required.

Check Box - I have submitted a report from the Conference

For Office Use only

Account: _____

Additional Information: _____
