

## **APGNS Policy Regarding Travel Expenses and Hosting (approved June 2018; update July 2019)**

### **INTRODUCTION**

This policy and procedure document is intended as an addendum to the current by-laws of the Association and reflects the currently accepted procedures as well as the by-laws under development for the revised *Geoscience Profession Act* and *Geoscience Practice Regulations*. Where accuracy is critical, please consult the current *Geoscience Profession Act* and the by-laws of the Association.

It is the policy of the Association of Professional Geoscientists of Nova Scotia (APGNS, Geoscientists Nova Scotia) to reimburse volunteers and staff for all reasonable expenses incurred while on Geoscientists Nova Scotia business, where prior authorization has been obtained. Payment is limited to out-of-pocket expenses actually incurred as demonstrated through vouchers and within the limits outlined below.

Whenever possible, claims should be made within 14 days of travel and Geoscientists Nova Scotia will reimburse travelers within 30 days of receipt, normally, immediately following the next meeting of Council or the Executive Committee. Those incurring expenses will have up to the end of the fiscal year (December 31) to file reimbursement from the date expenses occurred. Where expenses arise very close to year-end, Geoscientists Nova Scotia must be advised of the amount of the anticipated claim by December 31 so that an accrual may be made, with the completed claims to follow not later than January 15 in the following year.

It is also the policy to reimburse volunteers and staff for reasonable expenses incurred while hosting others while on Geoscientists Nova Scotia business, where prior authorization has been obtained. Prior authorization in this policy shall mean authorization that is provided by way of approval of the annual operating budget for Geoscientists Nova Scotia. Travel and hosting expenses that fall outside the approved budget will require special prior authorization at the appropriate level stipulated in the Regulations and By-Laws. Approval for travel and participation by a Geoscientists Nova Scotia representative at an event where a third party agrees to cover all travel and related expenses will be at the discretion of the Executive Committee.

### **EXPENSE GUIDELINES and COVERAGE AND LIMITS:**

#### **Councilors:**

All reasonable expenses incurred while traveling on Geoscientists Nova Scotia business will be reimbursed. Economy class travel only will be considered for reimbursement. Partners' expenses will not be reimbursed except where a specific written invitation is extended by Geoscientists Nova Scotia which indicates that a Councilors partner's expenses will, in that specific instance, be reimbursed for attendance at a Geoscientists Nova Scotia meeting or event.

#### **Executive Committee (Officers):**

All reasonable expenses incurred while traveling on Geoscientists Nova Scotia business will be reimbursed under the same conditions as outlined above and as outlined for Councilors.

#### **Standing Committee Chairs (Admissions Board, etc.):**

All reasonable expenses incurred while traveling on Geoscientists Nova Scotia business will be reimbursed under the same conditions as outlined above and as outlined for Councilors.

#### **Committee and Task Force Members:**

All reasonable expenses incurred while traveling on Geoscientists Nova Scotia business will be reimbursed in the same manner under the same conditions as outlined above and as outlined for Councilors. Committee members are defined as all volunteers of Geoscientists Nova Scotia's Standing Committees (*e.g.* Admissions Board), committees and/or task forces/working groups of the standing boards or committees and/or task forces/working groups of the Geoscientists Nova Scotia Council.

#### **Observers at Geoscientists Nova Scotia, Admissions Board and other Geoscientists Nova Scotia sponsored meetings:**

Travel costs for attendance at all Geoscientists Nova Scotia meetings by observing provincial representatives, other observers and invitees are not the responsibility of Geoscientists Nova Scotia and are the responsibility of the observing entity or the individual observer.

**Geoscientists Nova Scotia Staff, Consultants or Agents:**

All reasonable expenses incurred while traveling on Geoscientists Nova Scotia business. Travel will be conducted in the most economical and efficient means available and will be subject to approval by the delegated signing officer.

**TRANSPORTATION**

**Air Travel: Class of Fare:**

Full economy airfare is the maximum amount payable for travel. Original travel vouchers for airline tickets are to accompany the expense claim form.

**Advance Bookings:**

Travelers are encouraged to book advance purchase flights in order to minimize costs. Geoscientists Nova Scotia appreciates all efforts made in this regard.

**Destination of Travel:**

Only the minimum requisite travel will be reimbursed (i.e. no additional flights other than direct arrival and return with necessary stopovers) unless alternative arrangements have been approved.

**Cancellation insurance:**

If purchased with a seat sale ticket, cancellation insurance or related costs are also eligible for reimbursement. A voucher is required.

**Rail Travel:**

Standard class train fare is the maximum amount payable. Original travel vouchers for train tickets are to accompany the expense claim form.

**Automobile Travel: Taxis/Airport Limousine Service:**

All reasonable expenses for taxis (either fared or flat rate) used while traveling on Geoscientists Nova Scotia business will be reimbursed upon receipt of supporting vouchers. Limo travel will only be covered where fare taxi service is not available.

**Personal Vehicle:**

- Personal vehicles may be used when overall economy is ensured.
- Travelers are reimbursed the kilometric rate in effect at the time of travel.
- The basis for calculating the kilometric rate will be the appropriate kilometric rates paid in each province and territory of Canada for employees of the federal public service.
- Travelers who choose to travel by private vehicle may claim the kilometric rate in effect at the time of travel or the equivalent of the total travel cost of an advanced purchase booking, whichever is less.
- Additional travel expenses incurred because of the election to use a private vehicle may not be claimed unless the use of private vehicle is clearly justified.

**Car Rental**

Car rentals will be reimbursed only in non-routine travel situations. Such instances would include:

- taxi/limousine service is not available or cost effective,
- location of the meeting is not easily accessible via public transportation from a major airport,
- large quantities of materials are being carried to and from the meeting location by the traveler, or
- in instances where it is more economical to use a rental car instead of other means of transportation – i.e. short trips, or where sharing makes this alternative more attractive,
- where a car rental is authorized, maximum reimbursement shall be for a standard size vehicle; Original travel vouchers for rental cars are to accompany the expense claim form,
- Geoscientists Nova Scotia will reimburse for collision insurance and gasoline. Traffic violations incurred while traveling on Geoscientists Nova Scotia business are not eligible for reimbursement,

- should travelers, due to personal preference, opt to rent a vehicle instead of using other means of transport, the maximum amount payable will be the equivalent of taxi fare to and from the airport to the hotel where the meeting is being held.

**Vehicle travel – Other Expenses:**

- All parking and toll claims when vehicle travel have been authorized will be reimbursed when accompanied by original receipts.
- Parking tickets and speeding fines and any other penalty imposed on the driver will not be the responsibility of Geoscientists Nova Scotia.

**HOTEL OR OTHER ACCOMMODATION:**

**Hotel Accommodation:**

- Travelers will be advised when group rates are secured for meetings. Original hotel invoice should be attached to the expense claim.

**Other Accommodation:**

- If the traveler makes arrangements to reside in accommodation other than in a hotel, reasonable expenses will be reimbursed provided the overall expenses do not exceed the cost of hotel accommodation as secured through Geoscientists Canada group rates, if applicable.

**MEALS**

- Reasonable expenses for meals while traveling on Geoscientists Nova Scotia business, including taxes and tips will be reimbursed. Receipts for all meal's expenses incurred directly by the traveler must accompany the expense claim for reimbursement.
- Geoscientists Nova Scotia does not provide a per diem allowance.

**HOSTING OTHERS**

- In the event that is necessary or desirable for a Geoscientists Nova Scotia employee or volunteer to host and entertain others in connection with Geoscientists Nova Scotia business, Geoscientists Nova Scotia will reimburse expenses directly incurred, provided all items are appropriately claimed with an accompanying itemized receipt. In all instances of hosting, it must be clearly indicated on the expenses claim the names and affiliations of the individuals hosted and the purpose of the hosting activity.