

Travel

Policy Type

Operational Policy

Purpose

To provide guidance on the eligible expenses for approved travel by TKUSA executives and staff and the allowances necessary in the performance of TKUSA business and in conformity with this policy.

Definitions

Policy Statement

1. General

- 1.1. Employees and executives will be reimbursed for actual and reasonable expenses incurred for business travel that has been approved in advance of the travel date. Only expenses conforming to this policy will be reimbursed.

2. Reimbursement

- 2.1. Where possible, the staff or executive travelling will request the Executive Director to use the association's MasterCard to purchase any possible travel costs in advance (e.g., accommodations, flights).
- 2.2. All other expenses must be claimed using the process outlined in the Reimbursement Procedure.

3. Meals

- 3.1. TKUSA shall pay up to the applicable per diem rates for meal allowances.
- 3.2. Only non-alcoholic beverages will be reimbursed.

4. Transportation

- 4.1. The most economical means of transportation available should be used with the purpose and constraints of travel.
- 4.2. TKUSA staff and executives will be reimbursed for the actual cost of fuel for rental vehicles only, not for personal vehicles.
- 4.3. Personal Vehicles:
 - 4.3.1. Reimbursement for the use of personal vehicles will be based on the distance in kilometers travelled multiplied by the per kilometer rate as outlined in the Travel Procedures.
 - 4.3.2. An employee or executive travelling as a passenger in a personal vehicle is not entitled to mileage reimbursement.
 - 4.3.3. It is the employee/executive's responsibility to ensure that their current insurance covers the use of their personal vehicle for business purposes. TKUSA's insurer does not cover the use of personal vehicles even if being used on TKUSA business.
- 4.4. Reasonable taxi, uber and other ground transportation costs will be reimbursed when required.
- 4.5. Air Travel:
 - 4.5.1. Any air travel should be booked through the Executive Director using the TKUSA MasterCard
 - 4.5.2. Additional air costs incurred for stopovers that are not related to TKUSA business will not be reimbursed.
 - 4.5.3. Where available, hotel transportation should be used to and from the airport.

5. Insurance

- 5.1. TKUSA representatives are responsible for ensuring that adequate insurance is in place for all drivers of a vehicle.
- 5.2. TKUSA must not reimburse personal insurance or vehicle registration costs.
- 5.3. TKUSA is not liable for any damage to people, property or persons incurred during the performance of TKUSA duties when its representatives use private vehicles.

6. Parking

- 6.1. Parking will be reimbursed up to the maximum outlined in the Travel Procedure.
- 6.2. Parking and other traffic violation tickets are not allowable expenses.

7. Accommodations

- 7.1. Standard single accommodation at a business class hotel is the normal basis of accommodation. If the employee or executive wishes to upgrade their accommodation, they are responsible for the additional costs.
- 7.2. For conferences, it is acceptable to stay at the official conference hotels but try to avoid renting a vehicle.
- 7.3. Hotel accommodations require a detailed receipt for reimbursement and records.
- 7.4. An accommodation allowance (outlined in the Travel Procedure) is provided for those choosing to stay with family or friends. No receipt is required if the accommodation allowance is claimed.
- 7.5. Accommodation for one night before and/or after an event or conference may be approved by the Executive Board should the need arise.

8. Other Charges

- 8.1. Toll charges and similar expenses will be reimbursed.
- 8.2. Charges of a personal nature (incidental expenses) are not reimbursable. This generally includes (but is not limited to) such items as:
 - Personal phone calls from one's hotel room
 - Roaming charges
 - Personal entertainment (e.g. movies in hotel room)
 - Mini-bar
 - Workout facilities
 - Laundry or dry cleaning
 - Side trips not required for TKUSA business

Fact Sheet

First Approval: July 5, 2023

Reviewed:

Last Approval:

Sources:

The King's University Travel Policy FA08