



*A culture of recognition and mutual respect where the MRSA is an equal and valued partner in the MRU community.*

MRSA Travel and Expense Policy		
First draft:	Summer 2020	Sponsor: Governance Committee
Current Version:	1.02	
Last Amended:	First version	Approved by: MRSA Executive Board
Next Review:	Summer 2021	

## **Purpose**

These guidelines set out expense guidelines for MRSA participating in professional development activities, transportation costs, and other expenditures incurred by the Executive or Committees in an official capacity. The purpose is to support and promote risk management, the effective and responsible stewardship of MRSA's resources, operational efficiencies, and consistency of practice.

## **Scope**

**The Travel and Expense Policy requires** that all claims be reasonable, reflect prudence, solid judgment, due diligence and be defensible to an impartial observer. These expenses will be reflected in the annual budget.

MRSA members who are engaged in legitimate business activities on behalf of the Association should not be out of pocket for expenses incurred as a result of those activities. This policy sets out the parameters by which MRSA members will be reimbursed for legitimately incurred expenses.

Expenses incurred of \$500 or less under this Policy must be reviewed and approved by one of the Executive Officers. Expenses over \$500 must have prior approval by the Executive. Expenditures over \$500 without prior approval will not be reimbursed. All claims for reimbursement under this policy **must** be accompanied by a signed expense claim/form unless otherwise specified in this document.

Travel itinerary Transportation and Accommodation will be booked through the Association office with use of MRSA credit card whenever possible.

## Transportation

1. Where possible,
  - a. options i: vehicle rental is strongly recommended, mid-sized vehicle is normally the standard class of rental vehicle unless it is a group travel
  - b. options ii: ride sharing is preferred where possible.



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2. MRSA will pay for parking charges that are reasonably incurred in relation to the professional development activity. These charges may include parking at the hotel/conference site and at the airport, as long as these charges are cost-effective in light of other available options.
3. You are responsible to ensure that your vehicle has adequate insurance coverage. MRSA does not cover your vehicle: any claims that arise for injury or property damage to you and/or any passengers are covered under your own car insurance policy (Appendix A), and you are responsible for deductibles as per your policy. If you choose to use your own vehicle, MRSA will pay \$0.45 per kilometer rate.
4. Where members travel by air, the MRSA will cover costs for airfare, transportation to and from airports, and parking fees if the member's vehicle is parked at the airport.
5. Parking costs and claims for all fares -- taxi, bus and trains -- will be reimbursed upon production of a receipt.

#### Subsistence Rates

<b>General Travel</b>	<b>Maximum</b>
Private non-commercial accommodation allowance <sup>1</sup>	\$25.00
Maximum per meal allowances	
Breakfast	\$12.00
Lunch	\$16.00
Dinner	\$24.00
Maximum incidental allowance	\$8.00

#### Hotel Accommodation

1. Except as outlined in 2. below, no direct billing will be allowed. Members are expected to pay for their hotel accommodations and claim these expenses on an expense claim form.
2. Direct billing will only occur when the MRSA office makes special arrangements with the hotel prior to the event.
3. When members are away from their regular domicile, they are encouraged to stay in mid-range hotels. Members may also choose to stay at a private non-commercial accommodation.
4. MRSA will not pay for other hotel charges, including but not limited to the costs associated with using the hotel's exercise and/or spa facilities, mini-bar costs, and movie charges.

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<sup>1</sup> This allowance is intended to provide modest compensation to family members when staying at their home during travel



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### Incidental Allowance

When a member is required to be away from home for the duration of the business day or longer, the member can claim incidental expense allowance to a maximum of \$8 per day.

MRSA will not pay for tips that exceed **15%** of the cost of the meal or beverage. Exceptions may be made where a restaurant has a higher mandatory gratuity that is automatically charged to a customer, but will not exceed 18%.

- Alcohol cannot be claimed and will not be reimbursed as part of **MRSA Travel and Expense Policy**. Refer to **Alcohol Hosting Policy** for more information.

### **Additional Expenses**

Expenses not addressed elsewhere in this policy may be considered and reviewed by the Audit and Finance Committee on a case by case basis, at their discretion.

### **Related documentation**

[Expense Claim Form](#)

Pre-Authorized Claim Form (to be created)

Alcohol Hosting Policy

## **Appendix A - Vehicle Requirements and Insurance**

Driver Licence Requirements Authorized Drivers for rented vehicles carrying 14 passengers or less must possess a valid Canadian class 5 driver's license (or better) with less than 6 demerit points. For rented vehicles carrying more than 14 passengers, an Authorized Driver will be required to possess a valid Canadian class 4 driver's license (or better) with a maximum of 6 demerit points.

### Driving Personal Vehicles on University Business

If you are using your personal vehicle for MRU business, (including meetings) you must notify your insurance carrier. They may amend your policy to include business use and may add an



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endorsement to carry passengers for compensation. Your personal vehicle is not covered under MRSA policy and any claims made or costs incurred due to loss or damage while operating a personal vehicle shall be affected by your personal automobile insurance policy. This includes bodily injury and property damage to you and any passengers or third parties.

Version Number	Date Approved	Approved By	Description
0.1 (First draft)	--	--	First draft; submitted to Executive for approval March 25, 2020
1.02	August 5, 2020	Executive Board	Approved