



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:	2.01	
Last Amended:	Feb 2022	Approved by: MRSA Executive Board
Next Review:		

Purpose

These guidelines set out expense guidelines for MRSA members and employees participating in business activities, transportation costs, and other expenditures incurred by the Executive, Committees, or employees 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 and employees who are engaged in 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 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 may 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, vehicle rental is strongly recommended. A mid-sized vehicle is normally the standard class of rental vehicle unless it is for group travel. Members renting vehicles shall arrange rental insurance with a minimum of \$2 million for liability and collision insurance.



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

2. MRSA will pay for parking charges that are reasonably incurred in relation to the MRSA 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. Members are responsible to ensure their personal vehicle has adequate insurance coverage. MRSA does not cover members' vehicle insurance: any claims that arise for injury or property damage to members and/or any passengers are covered under the members' car insurance policy, and the deductibles as per that policy.
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

General Travel	Maximum
Private non-commercial accommodation allowance ¹	\$ 20.15
Maximum per meal allowances	
Breakfast	\$ 9.20
Lunch	\$ 11.60
Dinner	\$ 20.75
Maximum incidental allowance	\$ 7.35

Use of Private/Personal Vehicle Kilometer Rate \$ 0.505

This KM rate is considered to include fuel, fluids and lubricants, wear and tear, registration and insurance for the usage of the private/personal vehicle while on MRSA business.

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



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

Hotel Accommodation

1. Members shall pay for their hotel accommodations and claim these expenses on an expense claim form. Direct billing will only occur on an exceptional basis when the MRSA office makes special arrangements with the hotel prior to the event.
2. 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.
3. 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.

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 \$7.35 per day.

Other Expenses

Alcohol cannot be claimed and will not be reimbursed.

Expenses not addressed elsewhere in this policy may be considered and reviewed by MRSA Officers.

Driving Personal Vehicles on MRSA Business

Personal vehicles used for MRSA business, (including meetings) are 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 the member's personal automobile insurance policy. This includes bodily injury and property damage to members and any passengers or third parties. Members using their vehicles on MRSA business are responsible to ensure that their insurance company is aware of the exact nature and extent of MRSA business travel and to ensure they hold the appropriate operating license (driver's license) for the nature of their business travel.



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

Related documentation

[Expense Claim Form](#)

Pre-Authorized Claim Form (to be created)

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
2.01	March 2, 2022	Executive Board	Minor edits, and revisions made to subsistence rates.