

This policy applies to employees of the Kuu-us Crisis Line Society.

1. The purpose of this policy is to set out:
 - (a) amounts of travel reimbursement and define eligible expenses, and
 - (b) the process for requesting travel advances and making claims for reimbursement of travel expenses.

2. An employee is eligible for reimbursement of travel expenses if:
 - (a) travel is authorized by their immediate supervisor,
 - (b) the person is required to travel to fulfill their duties,
 - (c) the person completes the travel, and
 - (d) sufficient funding is available within the appropriate budget line item.

| Eligible expense | Rate |
|---|-----------------------------------|
| Accommodation | |
| - Lower Mainland, West Coast, Victoria (Maximum) | Up to \$400/night excluding taxes |
| - Vancouver Island excluding the West Coast and Victoria (Maximum) | Up to \$300/night excluding taxes |
| BC | Up to \$300/night excluding taxes |
| Meals (receipts must be provided) excluding taxes and maximum 15% tip | |
| Breakfast per diem | Maximum \$25 |
| Lunch per diem | Maximum \$25 |
| Dinner per diem | Maximum \$50 |
| Incidentals | \$17.50 per overnight |
| Mileage (using personal vehicle) | \$0.52/kilometre paved roads |
| | \$0.58/kilometre gravel roads |
| Parking passes | Reimbursed with receipt |
| BC Ferries | Reimbursed with receipt |
| Taxi, bus, flights | Reimbursed with receipt |

3. In determining whether to authorize travel, the person with the authority to authorize travel must consider whether more cost efficient alternatives, such as attending by video conference, teleconference or via another remote meeting solution, are possible, appropriate and available.

4. No amount is reimbursable if the meal is provided or paid for by another person/organization. All amounts claimed for meals must be supported by a receipt. Any amounts above the maximum cannot be authorized. Alcoholic beverages are not reimbursable.
5. Incidentals \$17.50 per night of a reimbursable business trip, no receipt required.
6. Hotel accommodations required on a reimbursable business trip are reimbursable up to the maximum amount not including taxes. Any additional fees for additional guests, including spouse or children, personal phone calls, movies or other additional room charges not related to the reimbursable business trip are not reimbursable.
7. Mode of transportation chosen must be least expensive consistent with travel circumstances. If a more expensive mode of transportation is chosen reimbursement must not exceed the cost for least expensive option.
8. A person authorized to travel must submit a travel claim within 30 days of date of travel to:
 - (a) be reimbursed for travel, and
 - (b) offset a travel advance debt, if applicable.
9. A travel claim must include:
 - (a) the dates of travel,
 - (b) the purpose of travel,
 - (c) the travel destination,
 - (d) itemized travel costs,
 - (e) receipts as required,
 - (f) a statement that travel was authorized and by whom, and
 - (g) the applicant's signature and the date of the claim.
10. For greater certainty, the following expenses are not reimbursable under this policy:
 - (a) expenses for travel between the person's ordinary residence and ordinary place of work,
 - (b) beverages containing alcohol,
 - (c) traffic and parking tickets,
 - (d) any unauthorized expenditures over the maximum amounts,
 - (e) expenses for which no receipt is submitted, and
 - (f) expenses in excess of the most cost-effective means of travel.
11. The Executive Director and the Board of Directors may approve an expenditure outside of this policy in extenuating and necessary conditions.

Travel advances

1. An employee may apply to the Executive Director for a travel advance if the expected travel claim is at least \$200 A travel advance is an amount owing to the Kuu-us Crisis Line Society until:

- (a) the debt has been discharged by submitting a travel claim offsetting some or all of the advance, and
- (b) any remaining debt has been repaid.

2. A person receiving a travel advance must submit a travel claim within 30 days, accompanied by payment of any balance owing to the Kuu-us Crisis Line Society from the travel advance.

3. A person may not receive a travel advance if:

- (a) an outstanding travel advance exists for which a travel claim has not been submitted, or
- (b) the balance owing to the Kuu-us Crisis Line Society from a travel advance remains unpaid for more than 30 days after the date on which the travel advance was issued.