

## **CAIS Policy O-202 Travel & OG-202 CAIS Travel Guidelines**

Purpose: To set out guidelines for the reimbursement of CAIS-related travel

### Policy Statement

CAIS recognizes the value of volunteer efforts on behalf of the national organization and that travel is often required.

CAIS will reimburse volunteers for reasonable travel expenses incurred through participation in pre-approved CAIS events. Volunteers will be responsible for making their own travel arrangements and CAIS will reimburse for mileage, airline or train travel, ground transportation, accommodations, and meals during travel upon presentation of applicable receipts, in accordance with the CAIS Travel Guidelines (OG-202).

### Guidelines:

CAIS accepts original “itemized” receipts or scans/facsimiles of receipts for expenses accompanied by a completed CAIS Expense Claim. **Receipts are requested be submitted within 15 working days of the event.** No expenses will be reimbursed without a receipt with the exception of small amounts such as bus tokens. Lost receipts will be reviewed on an individual basis by CAIS management.

Travel and accommodation expenses represent a significant cost to CAIS and therefore volunteers are asked to be reasonable about expenses and to use the most economical and reasonable expense alternatives for travel to and from events. Please arrange travel as early as possible to secure the cheapest rates.

### **Hotel Accommodation**

Hotel accommodations for a standard room will be reimbursed for volunteers living more than 50 km from the CAIS event venue. Hotels offering CAIS event rates should be utilized. Please contact the CAIS office to inquire about such rates. The CAIS Business Coordinator or the Event Coordinator can be contacted to inquire about such rates.

### **Travel**

Please inform your CAIS contact of your travel plans once they are confirmed.

### **Personal Car/Mileage**

Volunteers may use personal automobiles when it is the most convenient means of transportation and/or no other transportation is available.

Volunteers using their automobiles to participate in CAIS events are expected to carry adequate insurance for their own protection.

CAIS will reimburse CAIS volunteers for mileage at the current published rate (please contact the CAIS office for the current rate) to a maximum amount; no greater than the cost of an economy airline ticket to the destination.

### **Air Travel**

Economy Class is the standard for air travel. Airline preference is the choice of the CAIS volunteers and the CAIS traveler keeps any travel points from a frequent flyer program. **CAIS does not cover the extra cost for upgraded seats, or additional baggage and does not** reimburse you for points. Changes to flights are not covered by CAIS, however, the CAIS Executive Director may pre-approve the booking of Flex flights for certain events where there are rescheduling risks due to general disruptions.

### **Train/Bus Travel**

Alternatives to air travel may be used provided they are the most economical means of transportation and cost no more than the equivalent amount in economy airfare.

### **Ground Transportation**

CAIS will reimburse for ground transportation. Airport shuttles should be used if available. Where no shuttle is available, please use flat rate taxis.

### **Car Rental**

Under normal circumstances, CAIS does not cover car rentals. Should this be the only means of travel, please consult with your CAIS contact first.

### **Meals**

CAIS volunteers traveling on behalf of CAIS are reimbursed on a per meal basis at the following maximum rates when they incur the cost of a meal. They will not be reimbursed for meals paid for or provided by others. Please note that CAIS does not reimburse for the cost of alcoholic beverages. Receipts for meals must be submitted for reimbursement and the actual cost of the meal will be paid.

Breakfast: \$15.00

Lunch \$15.00

Dinner: \$35.00

Maximum allowance per day: \$65.00

\*Per diems are not permitted.

### **Personal Charges**

Items of a personal nature such as, but not limited to, dry-cleaning and in-house movies are not reimbursable.

### **Expense Receipts**

To comply with audit requirements, original itemized receipts or facsimiles of receipts must be submitted and accompanied by a completed [CAIS Expense Claim](#) in order to obtain reimbursement. Credit card and/or debit slips alone are not acceptable.

Airline/train/bus ticket receipts (last official copy of airline ticket) must accompany the claim. Receipts must always be submitted for all expenses. No expenses will be reimbursed without a receipt with the

exception of small amounts such as bus tokens. Lost receipts will be reviewed on an individual basis by CAIS management.

**Submission of Expense Accounts**

Expense claims are to be submitted to CAIS as soon as possible after the event. Expense reports and receipts can be submitted in hard copy or via scan/facsimile.