

Travel Policy

General

All expense claims must be submitted on the PSCUL "Travel Expense" form and be certified by the claimant.

All claims must be submitted within 30 days of return. Claims outstanding for longer periods must be approved by the Board.

The Chief Executive Officer must authorize all staff travel and approve payment of such travel claims. In the case of the Chief Executive Officer and those of the Board, travel authorization and approval of travel claim payments will be by the Board Chair. The Vice-Chair will approve the Chair's claims. Any concerns shall be brought to the Board for direction.

Transportation

The most economical mode of transportation shall be used when traveling on PSCUL business, unless otherwise authorized by the Board Chair or Chief Executive Officer.

Whenever practical, travel shall be by the shortest direct route. Unless the nature of the trip renders it imprudent, advantage will be taken of any special discounts.

A travel advance may be provided, but in no circumstances should the advance exceed the total estimated cost of the travel.

Vehicle Travel

PSCUL does not accept any liability under any circumstance to the claimant on his property for any claims arising from the use of privately owned vehicles for Credit Union use.

Travel by privately owned vehicle may be authorized by the Board Chair or Chief Executive Officer. Additional insurance coverage required for travel purposes will be reimbursed (receipts are required).

When privately owned vehicles are used, claimants will be paid at the approved rate (see Schedule A) for each kilometer traveled on PSCUL business.

Charges for bridges, ferries and highway tolls are allowed, but claims shall not be made for traffic violations, repairs, towing, etc. Claims for parking may be allowed (receipts are required).

Taxis and vehicle rentals may be used on PSCUL business when authorized by the Board Chair or Chief Executive Officer (receipts are required).

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Air Travel: All air travel on scheduled flights will be at the most economical rate. A higher cost of transportation may be authorized when, in the opinion of the Board Chair or Chief Executive Officer, the extra cost is justified (e.g. no less expensive transportation is available and a delay in arrival is not acceptable).

Rail Travel: Where travel by rail is authorized by the Board Chair or Chief Executive Officer, the cost of first class accommodation will be approved if overnight travel is involved

Sea Travel: Sea travel may be authorized at the discretion of the Board Chair or Chief Executive Officer. When ferry travel is authorized, the cost of transportation of a vehicle may also be authorized by the Board Chair or Chief Executive Officer. Receipts are required for all types of sea travel.

Public Transportation: Transportation by inter-city bus may be authorized by the Board Chair or Chief Executive Officer where this method of travel is customary and suitable to the circumstances, or where this method is mutually agreeable.

Meal Allowance

Daily meal allowances shall be paid at the approved rate. (schedule A)

Breakfast can be claimed when travel commences before 9:00 a.m.

Dinner can be claimed when travel ceases after 5:00 p.m.

Approved rates for meals are inclusive of taxes and gratuities.

Claims for meals shall not be made where meals are provided, unless otherwise authorized by the Board Chair or Chief Executive Officer.

Accommodations

Accommodation expenses shall not be charged directly to PSCUL without prior approval.

Commercial rates should be requested and establishments that offer discounts should be used whenever possible.

Individuals may make private arrangements for overnight accommodation with the approval of the Board Chair or Chief Executive Officer. Private claim accommodations will be reimbursed at the approved rate (see Schedule A). Receipts are not required.

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Miscellaneous Expenses

Incidentals: Where travel requires an overnight stay, an incidental allowance at the approved daily rate (see Schedule A) may be claimed.

Loss of Salary: Loss of salary, as per the approved rate (see Schedule A), shall be reimbursed for approved travel. Confirmation of gross pay shall be submitted to the Board Chair or Chief Executive Officer.

Schedule A

1. **Vehicle Travel** - Approved rate for use of privately owned vehicles is: 42 cents per kilometer.
2. **Meal Allowance*** - Approved daily meal allowances are:

Breakfast:	\$15.00
Lunch:	\$20.00
Dinner:	\$35.00
3. **Private Accommodations**- Approved rate for private accommodations is: \$50.00 per night.
4. **Incidental Allowance**- Approved rate for incidental expenses is \$17.00 per day. This claim will cover telephone calls, laundry expenses and other miscellaneous expenses not otherwise provided.
5. **Loss of Salary** - Approved rate for loss of salary is: maximum of \$250.00 per day.

***Note:** Approved July 26, 2018

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