

# **LUFA TRAVEL POLICY**

## **INTRODUCTION**

THE LUFA Constitution requires that “Registration fees and travel expenses shall be carried by LUFA at a rate in conformity with the CAUT travel expense policy and shall not exceed economy rates” (14.2) and the following policy is designed to set out the implications of that requirement for all those who travel for LUFA. These include members of the Executive, and of the Board of Directors, or persons appointed by the Board of Directors to represent the Association.

The fundamental principle underlying these guidelines is that people should not be out-of-pocket for necessary expenses while on LUFA business, providing such expenses are reasonable. LUFA will not be responsible for undue charges.

LUFA will pay return transportation, including airport transfers, taxi or public transit fees, necessary meals, hotel accommodation, child care expenses, and customary gratuities as noted below. Payment of expenses is contingent upon:(Kennedy 2001)

- Full attendance at the authorised meeting
- Submission of receipts
- Submission of short report on meeting for circulation to the Board
- Authorisation by the Treasurer or delegate of the expenses incurred

## **TRAVEL**

When possible, the Executive Officer shall book travel and accommodation.

### **Airplane**

Choose the least expensive airfare available. Normally, arrangements should be made as early as possible to benefit from "early booking" discounts. In no case will LUFA pay more than the regular economy fare.

### **Airport Transfers**

As a general rule, when travelling between an airport and downtown, use the airport bus. Use an airport limousine or taxi only when your flight time makes it necessary in order to arrive at your meeting on time, or when the meeting adjournment time makes it necessary in order to arrive at the airport in time for your flight.

### **Train/Bus**

Choose coach when possible. Club or first class may be used if you are travelling over a mealtime.

## **Automobile**

Choose car rental if possible. When cars are rented, LUFA will pay the actual cost of the rental, including insurance and taxes and gasoline. If it is necessary to travel using your own car, LUFA will pay up to the cost of a car rental for the same trip. When renting, you should normally choose a mid-size car; when costing equivalency for those who choose to drive themselves, LUFA will base its calculations on a mid-sized vehicle. For destinations within the Sudbury District and adjacent Districts, there will be a reimbursement of 0.47 \$ per km.(Williams 1999, 63-76)

## **Parking**

Parking may be claimed where necessary.

## **MEALS**

LUFA will pay a maximum of \$75 per day for meals. This figure is made up of a maximum of \$10.00 for breakfast, \$15.00 for lunch and \$35.00 for dinner, with \$15.00 set aside for incidentals (tips).

## **ACCOMMODATION**

You are normally expected to stay in a hotel/motel recommended by the sponsor of the event. Occasionally, you may stay in a private home, and in such a case, you may provide your hosts with a token of appreciation. You may claim 30 \$ per night. In no instance will LUFA pay any costs associated with billeting (including extra travel costs) if they exceed the cost of accommodation as suggested by the event sponsor.