

TRAVEL AND EXPENSE POLICY/GUIDELINES

Purpose

To provide guidelines for booking travel and expense eligibility.

Principles

- Pharmacists Manitoba is committed to controlling travel and expense expenditures and developing guidelines that promote fairness, consistency, and convenience to those required to travel.
- All concerned must be aware of the impact that expenses have on the finances of Pharmacists Manitoba and must ensure that all expenses are strictly related to the operation of the organization.

General Policy

- This policy applies to all Pharmacists Manitoba staff and the Board of Directors when representing the organization.
- Eligible expenses will be reimbursed following completion of an Expense Report with detailed receipts. The report must be submitted no later than 30 days of completion of travel. Copies of the Expense Report can be requested from administrative staff.
- If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.
- All travel expenses under \$500, except for pre-approved expenses, must be approved by the President and CEO prior to reimbursement.
- All travel expenses greater than \$500, except for pre-approved expenses, must be submitted to the Internal Relations Committee prior to booking.

Pre-approved Expenses:

- CPhA Conference Travel
 - The Board of Directors has approved and requested that the President and CEO attend the CPhA annual conference each year. Therefore, all expenses associated with this travel (conference registration, transportation, accommodation, meal allowance, etc.) are assumed eligible as outlined in the policies below, until determined otherwise by the Board of Directors.
- Hotel stay for out of town Board Directors for the night prior to Board Meetings
 - Board Directors who reside over an hour and a half drive from Winnipeg are eligible for the above.
 - This expense to be booked by the office.
- Travel included in an employee's contract
- Hotel stay for all out of town Board Directors during the conference (if requested)
 - If required, this will be booked by the office.

Airfare

- The traveler will initially pay for the airfare expense and seek reimbursement.
- Where possible, all travel must be booked at a minimum of 30 days in advance.
- Upgrades to business or first class can be requested at the personal expense of the traveler.
- Change fees will be the responsibility of the traveler.
- Automotive transportation is to be used in place of air travel if the destination is within a three-hour drive from the traveler's home. The only exception is if the mileage allowance is more expensive than the lowest airline ticket available.

Personal Vehicle

- Travelers must use their personal vehicle for all travel within 3 hours of their home and where possible and practical, should car pool.
- Kilometer reimbursement is available to out of town Board Directors traveling to attend meetings based on kilometers travelled as determined by the office.
- This request must be made within 30 days of the travel occurrence. The kilometer reimbursement rate will be reviewed by the Board of Directors annually. Employees of Pharmacists Manitoba who commute to work are not eligible for kilometer reimbursement unless the travel is outside of their regular commute.
- When a personal automobile is used for travel, it is the employee/Board Director's responsibility to ensure that the automobile is adequately insured for travel, public liability, and property damage coverage.
- The 2019 kilometer reimbursement rate is 35 cents / km.

Hotel / Other Accommodations

- Travelers must stay in a preferred hotel at the lowest preferred rate. Preferred hotels and rates will be negotiated by the office.
- For conferences, travelers must stay in the hotel where a discounted group rate is available.
- If the conference hotel's nightly rate or other expenses associated with the hotel are cost prohibitive, another hotel can be selected if the final expenditure represents an overall savings.
- Travelers must keep a record of all cancellations. No show charges will be the responsibility of the traveler unless circumstances beyond their control are involved. (Example: flight cancelled, meeting cancelled after the cancellation window).
- Travelers may stay with family or friends, however Pharmacists Manitoba will not provide an accommodation allowance.
- A hotel stay the night before air travel requires pre-approval by the CEO and President unless the traveler lives more than 2 hours away from the airport and their flight leaves before 10 am. No claim shall be unreasonably denied particularly if transportation, weather, or night driving is a concern.

Meals

- Travelers will be reimbursed for meal expenses while travelling to a maximum of \$ 50.00 per person per day inclusive of tax and gratuity upon submission of eligible receipts. However, if meals are provided as part of the conference or meetings attended individuals will not be reimbursed for those meal expenses.
- Alcohol is not an eligible expense.

Eligible and Ineligible Expenses

Eligible expenses - Examples

- Discounted airport parking
- Taxi or the cheapest alternative ground transportation where reasonable
- Hotel parking
- Phone, fax, internet
- Dry cleaning and laundry if travelling for more than 4 days

Ineligible Expenses – Examples

- Valet parking at airport
- Limousine unless the rate is less expensive than other means of transportation or where that is the only transportation available.
- Mini bar
- In room movie charges, cinemas, concerts
- Valet services
- Childcare
- Pet care
- Personal grooming
- Newsprint, magazines, books

Frequent Travel Programs

- Travelers are entitled to the benefits of a frequent travel program provided that the benefit is not abused. The selection of airlines, hotels, rental cars, and other services must be based strictly on the basis of cost and not the benefits associated with a particular booking.
- Points accumulated on the Pharmacists Manitoba's credit card must only be redeemed for travel or goods that directly benefit the organization.
 - As of 2019 cash back from Pharmacists Manitoba's credit card is applied towards the investment portfolio.

Clarification or Questions

- For clarification of the Travel and Expense Policy, please contact administrative staff.

Disclaimer

- Travel expenses not outlined in this policy may be approved by the CEO and President under special circumstances. Upon submission of a written proposal, the most financially conservative travel option will be approved.

Initial Committee Approval	October 2012
Board Approval	November 2012
Committee Review	February 2015
Approved by Board	February 2015
Committee Review	November 26, 2019
Approved by Board	December 3, 2019
Committee Review	
Approved by Board	