

# **CBC PENSIONERS NATIONAL ASSOCIATION (PNA)**

## **TRAVEL POLICY**

**Effective date: October 1, 2017**

### **STATEMENT OF POLICY**

A PNA Board Member or any other person who travels on authorized PNA national Board business will be reimbursed for legitimate and reasonable travel expenses when travel is directly related to PNA business.

### **GUIDELINES**

1. Reservations should be made as early as possible to take advantage of advance purchase discounts.
2. Members are permitted to combine personal and PNA business related travel. In the event of combined personal and PNA business related travel, when submitting the expense claim, the member must include a summary of the calculations and allocation of the personal incremental costs to support the separate amounts paid by the PNA and the member.
3. Airline travellers must use the lowest economy class fare available unless impractical.
4. Members must use Via Rail for all domestic trips by rail, and are permitted to travel by business class (VIA 1), when available.
5. A member's vehicle or rental vehicle may be used where this mode of travel is more economical and/or practical. The mileage to be reimbursed at .50 \$ per kilometre or rental vehicle expenses (rental cost, fuel, insurance) should not significantly exceed the typical/average economy class air or train fare to the same location. Fines or parking violations are not reimbursed.

6. To have travel expenses reimbursed, members must provide the following information on their expense claims: purpose of the trip, date and location of meeting, receipts for air or rail travel costs, taxi, parking and tolls, number of kilometres driven during the trip, hotel costs if applicable.
7. Members are entitled to claim the following per diem rates: breakfast (\$17.00), lunch (\$18.00), dinner (\$48.00), incidentals (\$17.00). Total per diem rate: \$100.00.
8. Members are entitled to claim the full per diem rate of \$100.00 for travel and meeting days. When lunch and/or dinner is paid by the PNA during meeting days, travellers will deduct from their expense claim the applicable meal rate (\$18.00 for lunch and \$48.00 for dinner).
9. Although members generally stay in a commercial accommodation, a claim of \$50.00 per night will be paid for lodging in a private residence.