

Travel and Accommodations Directive

Rationale

Sending representatives of SAMU to external professional development activity and events can be very effective in building and strengthening relationships, obtaining new information, and acquiring different perspectives.

Definitions

Regulations

General

- 1** The associated costs of attending a professional development activity must be budgeted for.
- 2** Staff are required to receive approval from their supervisor prior to attending a conference.
- 3** Members of the Executive Committee receive approval, by means of a motion, from Executive Committee prior to attending a professional development activity that has not been budgeted for.
- 4** Within two weeks of returning from the professional development activity, staff communicate with their direct supervisor, outlining the benefits of attendance, and recommendations on future attendance.
 - 4.1** Executive Committee members report to EC outlining the benefits of attendance, and recommendations on future attendance.
- 5** For professional development activity and other travel outside of the Alberta Capital Region, where meals are not included as part of the conference registration or event, a daily allowance (in either Canadian or United States funds based on location of the conference) is issued to each representative prior to departure.
 - 5.1** The allowance per meal is: \$20 for breakfast, \$30 for lunch, and \$40 for dinner, plus applicable provincial and federal taxes for the region and 15% for tip.
 - 5.2** Partial days have their daily meal allowances reduced by the allowances per meal missed.
- 6** Wherever possible, travel expenses are booked in advance and are incurred using a SAMU corporate credit card.
- 7** When making arrangements for travel and accommodation, staff will seek out the most practical, cost-effective, and readily available accommodation rate and transportation available. Representatives traveling on behalf of SAMU use practical, cost-effective, and readily available transportation.
- 8** The choice of travel and accommodation is based on business travel requirements rather than personal membership program incentives.

9 The costs of optional event attendance during professional development activities can be requested to, and may be approved by, the General Manager.

Travel by Vehicle

10 When traveling any distance over 40 kilometers outside the City of Edmonton by motor vehicle, representatives may use rental vehicles or public transportation where possible.

10.1 Reimbursable motor vehicle travel expenses include the rental fee, the kilometer or mileage charge by the rental agency, fuel charges, and insurance coverage.

10.2 Representatives are responsible for ensuring that adequate insurance is in place for all drivers of the vehicle.

10.3 Representatives traveling as passengers in private vehicles cannot claim mileage or the cost of any equivalent transportation.

11 Representatives are responsible to ensure that they have an appropriate license to operate a vehicle while on SAMU business.

12 Private vehicles used for SAMU business are not covered by SAMU's insurance policy. Representatives are advised to check with their own insurance provider to secure any necessary additional insurance coverage. SAMU does not reimburse personal insurance or vehicle registration costs. SAMU is not liable for any damage to people, property, or persons incurred during the performance of SAMU duties when representatives use private vehicles.

13 Employees are provided an allowance at a per kilometer rate equal to the prescribed CRA rate for the applicable year. Current CRA rate can be found on the CRA website and is updated yearly in January. This rate includes the cost of fuel and vehicle "wear and tear".

14 Traffic violation fines incurred on SAMU business are not reimbursed.

Travel by Aircraft

15 Excess baggage fees, will be reimbursed.

Accommodations

16 Accommodations will be booked at a hotel within a reasonable distance of the conference/event venue.

16.1 Alternate accommodation to a hotel may be considered if a hotel is not an option.

17 Accommodation for one night before and after an event or conference may be approved by an employee's supervisor if the conference start and end times warrant such travel logistics. Longer periods are also acceptable if airfare savings or avoidance of travel hazards can be demonstrated.

18 One room per representative will be booked, unless mutually agreed by SAMU



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

representatives.

Directive



Fact Sheet

Approvals:

First Approval – February 12, 2024

Last Approval – March 12, 2025

Date of Last Review: March 12, 2025

Source and Updates:

March 26, 2014: *Travel and Accommodations* Directive approved by Directives Group motion 2024-02-12-17. Source material taken from *Travel and Accommodations* Procedure.

July 9, 2024: *Travel and Accommodations* Directive approved by Directives Group motion 2024-07-09-4. Major updates include addition of provincial/federal tax cost, as well as a 15% tip, in the meal per diem allowance and requiring all accommodations to be booked in a hotel.

March 12, 2025: *Travel and Accommodations* Directive approved by Directives Group motion 2025-03-12-1. Increased breakfast and lunch per diem amounts by \$5.00 each.

Related Documents and Forms: