



Travel and Accommodations

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 to attend 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 and Students' Council receive approval, by means of a motion, from Executive Committee prior to attending a professional development activity that has not been budgeted for.
- 4** Staff must submit a completed professional development activity request form to their direct supervisor in order to be considered for approval.
- 5** 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.
- 6** 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 of \$70 (in either Canadian or United States funds based on location of the conference) is issued to each representative prior to departure.
 - 6.1** The allowance per meal is: \$15 for breakfast, \$20 for lunch, and \$35 for dinner.
 - 6.2** Partial days have their daily meal allowances reduced by the allowances per meal missed.
- 7** Wherever possible, travel expenses are booked in advance by designated staff and are incurred using a SAMU corporate credit card.
- 8** When making arrangements for travel and accommodation, staff will seek out the most practical, cost-effective, and readily available hotel room rate and transportation available. Representatives traveling on behalf of SAMU use practical, cost-effective, and readily available transportation.
- 9** The choice of travel and accommodation is based on business travel requirements rather than personal membership program incentives.



10 The costs of optional event attendance during professional development activities are not covered by SAMU.

Travel by Vehicle

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

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

11.2 Representatives are responsible to ensure that adequate insurance is in place for all drivers of the vehicle.

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

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

13 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 for 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.

14 Employees are reimbursed at a rate of either \$0.42 per kilometre (highway driving) or \$0.46 per kilometre (city driving) when driving a private vehicle. This rate includes the cost of fuel and vehicle "wear and tear".

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

Travel by Aircraft

16 Excess baggage fees, as warranted by need, will be reimbursed.

Accommodations

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 representatives.



Approvals:

First Approval – March 26, 2014

Last Approval – March 14, 2018

Review By: March 14, 2019

Source and Updates:

March 26, 2014: *Travel and Accommodations* approved by Executive Committee motion E2014-03-26-2 upon the recommendation of the Procedure Review Ad Hoc Committee. Source material drawn from *Procedure 25 – Travel*.

April 27, 2016: *Travel and Accommodations* approved by Executive Committee motion E2016-04-27-3 on the recommendation of the Procedure Sub-Committee. Updates include taking into account travel within Canada or USA for per diems and removal of requirement to purchase flight cancellation insurance.

March 14, 2018: *Travel and Accommodations* approved by Executive Committee motion E2018-03-14-3 on the recommendation of the Procedure Sub-Committee. Changes include rewording 'conference' to 'professional development activity', approvals coming from an employee's supervisor instead of the general manager, and defining which costs are covered by SAMU.

Related Documents:

Conference Application Form

Staff Conference Booking Form