

NEW BRUNSWICK HOSPICE PALLIATIVE CARE ASSOCIATION

TRAVEL/EXPENSE POLICY

1. Members will make their own travel arrangements for NBHPCA meetings and other pre-approved meetings/events.
2. Each member is responsible for completing and submitting an expense form within four weeks following the scheduled meeting/event.
3. Reimbursement will be made for reasonable expenses incurred as outlined below:
 - a. **Transportation** (city of residence to meeting and return):
 - i. **Air:** lowest return airfare available. Cancellation/travel insurance can be purchased in pre-approved special circumstances only.
 - ii. **Rail:** coach class return rail fare
 - iii. **Bus:** return bus fare
 - iv. **Auto:** mileage allowance to follow Province of New Brunswick guidelines
 - v. **Taxi:** receipts required when charge exceeds \$10.00. Delegates are encouraged to use the shuttle bus when possible.
 - vi. **Car Rental:** the use of rental vehicles must be pre-authorized. This method of travel will only be approved if it is practical and economical.
 - vii. **Parking:** Receipts are required.

*** If travel involves visits to places other than from the normal place of residence to the meeting and return, NBHPCA will reimburse the lowest return airfare according to the current Airline rates.
 - b. **Hotel:** 100% of the lowest available room rate will be reimbursed for only those nights directly associated with NBHPCA meetings/conference.
 - c. **Meals*:**

<u>In province</u>	<u>Out of province</u>
\$7.50 /breakfast	\$10.00/breakfast
\$10.50/lunch	\$12.00/lunch
\$19.50/dinner	\$24.00/dinner

*To follow Province of New Brunswick guidelines
 - d. **NBHPCA Annual conference – Board Members:** Registration fee is paid by NBHPCA. One night's accommodations will be reimbursed for the evening of the board meeting only.
4. NBHPCA will not reimburse members for personal expenses incurred while attending meetings.
5. Original receipts must be submitted for hotel accommodation, airline, railway, taxi charges exceeding \$10.00, and meals. Credit card slips, statements or cancelled cheques are NOT acceptable as receipts.
6. **Miscellaneous Expenses:** Subject to approval by the Treasurer and/or President, members may be reimbursed for miscellaneous expenses related to the day-to-day operation of the Association. This may include, but not limited to: office supplies (printer cartridges, paper, etc.); long distance telephone expenses; fund raising expenses; conference supplies; etc. An expense form must be submitted to the Treasurer with original receipts attached.