



# GOVERNMENT FINANCE OFFICERS ASSOCIATION Of The United States and Canada

## *Alberta Chapter - Policies*

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### TRAVEL AND EXPENSE REIMBURSEMENT

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**NUMBER: 001**

**EFFECTIVE DATE: September 25, 1998**

**AMENDED: February 15, 2013**

**REVIEWED: February 15, 2013**

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#### **1. GENERAL POLICY**

1.1 The Association will pay reasonable out-of-pocket travel expenses incurred by representatives of Alberta GFOA ("representatives") in the performance of their duties where not reimbursed by the municipality. Representatives include members of the Board of Directors, Task Forces, Special (Ad Hoc) Committees and the Committee on Canadian Issues, and the Executive Administrator.

#### **1. AUTHORIZATION**

2.1 Travel may be authorized where the purpose for travel cannot be adequately met through correspondence, telephone, or other means of communication.

2.2 The method of transportation is at the discretion of representatives and will normally be the most direct and economical, considering such factors as the purpose of the trip, costs incurred in subsistence, and the amount of the fare or mileage cost, in accordance with the budget as approved by the board. In an effort to keep membership fees as low as possible, the Board, Task Forces, and Special Committees, as volunteer members, are encouraged to claim out of pocket expenses only.

#### **2. TRANSPORTATION STANDARDS**

3.1 It is expected that representatives determine the most economical and practical method of transportation available.

## 3.2

### Private Vehicle Travel

3.2.1 In exceptional circumstances, mileage allowances are paid for the specific purpose of reimbursing representatives for the actual cost of using their vehicles on Government Finance Officer's Association (GFOA) business. When applicable, the representative will be reimbursed at the rate prescribed by the Province of Alberta.

3.2.2 Where mileage allowance is not provided, the cost of fuel will be reimbursed with supporting receipts.

### 3.3 Ground Transportation

3.3.1 Representatives on travel status may, upon submission of a receipt, claim the actual and reasonable cost of public transit, taxi, rental car or airport bus service incurred for business purposes. Representatives are encouraged to utilize public transit as a first means of transportation when possible.

### 3.4 Parking

3.4.1 Parking fees will be reimbursed at actual cost when supported by receipts. Normal meter parking fees may be claimed without a receipt.

### 3.5 Air Travel

3.5.1 Pre- Approval by the GFOA President is required prior to booking any air travel. Representatives are required to take advantage of seat sales and excursion rates wherever possible, but in no instance are permitted to travel at a cost exceeding economy airfare rates. Reimbursement is for the actual cost of the fare and must be supported by receipts.

## 3. ACCOMMODATION

4.1 Representatives on travel status required to be away from his regular place of residence overnight may claim the actual and reasonable cost of commercial accommodation upon production of a receipt. Alternatively, representatives may claim an allowance of \$50.00 per night if staying at private, non-commercial accommodation. The claiming of an accommodation allowance does not require a receipt.

4.2 In the event that the accommodation reservation has been made by the Executive Administrator, it is the representative's responsibility to notify the Executive Administrator of a cancellation within 24 hours of the booking to avoid incurring any unnecessary costs to the GFOA. Should any costs be incurred for

failing to inform of a cancellation, it will be the representative's responsibility to pay for them.

#### **4. MEALS**

- 5.1 When traveling on Association business, representatives may purchase a meal and claim either the actual cost of a meal or a meal allowance. The actual cost of the meal is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity of up to 15 percent of the meal cost. The meal allowances are equivalent to the rates prescribed by the Province of Alberta for breakfast, lunch and dinner. The claiming of a meal allowance does not require a receipt. In an effort to keep membership fees as low as possible, the Board, Task Forces, and Special Committees, as volunteer members, are encouraged to pay for their meals during travel.
- 5.2 When meal or other charges are included in the bill for any paid service (i.e. hotel bill, airline ticket, conference registration, etc.) they may not be claimed in the meal or other allowance.
- 5.3 Gratuities and GST are included in the allowance for meals.

#### **5. OFFICIAL TELEPHONE CALLS**

- 5.1 Representatives will be reimbursed for the cost incurred for long-distance calls relating to business.

#### **6. EXTRAORDINARY EXPENSES**

- 6.1 If unusual expenses are incurred, representatives may be entitled to reimbursement at cost on production of receipts and upon approval by the President.

#### **7. TRAVEL TO A FOREIGN COUNTRY (Including the U.S.)**

- 7.1 The travel and subsistence rates provided by the Association may be claimed by representatives at a rate equivalent to the currency of the country in which the expenditure was incurred.

#### **8. PROCEDURES**

- 9.1 Expense claims are to be completed as soon as possible after return from travel on the attached Travel Claim form.
- 9.2 The President and Treasurer must approve the Travel Expense Claim form, once completed.



**GOVERNMENT FINANCE OFFICERS ASSOCIATION  
Of The United States and Canada - Alberta Chapter**

**TRAVEL AND EXPENSE CLAIM FORM**

Name:			Purpose of travel	
Address:			Destination:	
			Date:	

					<b>TOTAL</b>
1. Accommodation (hotel bill required)	GST		Room Tax		
1 nights @	-		-		
nights @	-		-		

2. Travel

Airfare (ticket stub required)

Private Vehicle Travel (receipted)

Parking, Taxi Cabs (receipted)

3. Meals (receipted)

4. Miscellaneous Expenses

Description

**TOTAL CLAIM** \$ -

I HEREBY CERTIFY THIS CLAIM IS CORRECT:

	Board Member	Date
APPROVED BY:	President	Date
	Treasurer	Date

**FORWARD:**

(a) Mail Claim Form and Original Receipts to President\*

Rick Wojtkiw, General Manager Corporate Services, Sturgeon County  
9613 - 100 Street, Morinville, AB T8R 1L9

(b) Keep a copy for your records

\*President will forward to GFOA Executive Administrator (Candace Coombs, Executive Administrator, Box 38, Falun, AB T0C 1H0) for processing and payment