



<b><i>Policy</i></b>
Created: 2011
Last Revised or Reviewed: December 2020

## **6. Policy 6: Expense and Payment Guidelines**

### **6.1. Travel**

- 6.1.1. All travel shall be authorized by the President and one other executive. Employees requesting travel reimbursement must complete Mileage, Parking, and Hotel Expense Form.
- 6.1.2. Private Vehicle: Employees using their own vehicle on Trent Durham Student Association related activity shall be compensated at a rate of \$0.40 per kilometre. Travel shall be authorized by the President and one other executive. Use of an online mileage calculator, such as "Google Maps" is preferred when justifying mileage claims.
- 6.1.3. Rental Vehicle: Employees that are required to secure a rental vehicle will attempt to select a suitable form of vehicle at an economical rate.
- 6.1.4. Air: Employees that are required to secure airfare will attempt to select a suitable form of airfare at an economical rate.
- 6.1.5. Accommodation: Employees that are required to secure accommodation will attempt to select a suitable form of accommodation at an economical rate. Consideration must also be given to proximity to the destination of the employee. Employees requesting accommodation reimbursement must complete the Mileage, Parking, and Hotel Expense Form.

### **6.2. Meals**

- 6.2.1. Employees shall be allotted \$60 on a daily basis for all meals during a travel period. Subject to Executive Committee approval in extenuating circumstances.

### **6.3. Other Reimbursements**

- 6.3.1. All employees and volunteers of the TDSA shall seek the approval of their direct report before making purchases for the TDSA they wished to be reimbursed.
- 6.3.2. All purchases reimbursed by the TDSA will then become TDSA property

## **EXPENSES POLICY**

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- 6.3.3. All purchases made by the TDSA will be made with every reasonable effort to be made economically, ethically made and from a local source
  
- 6.4. For all Trent Durham Student Association related expenditures, employees will use the Trent Durham Student Association Credit Card and retain all receipts for submission to the President and Operations Manager. Any charges made on the credit card that are not approved will be the sole responsibility of the employee. Employees are permitted to appeal the decision of the President and involved Vice President to the board of directors. Said employee wishing to appeal a decision shall inform the board of directors in writing. The board of directors will decide by 50% plus one vote the most appropriate action.
  
- 6.5. Expense Submissions
  - 6.5.1. All TDSA employees incurring non-credit card expenses must submit a Trent Durham Student Association requisition form with all supporting expense receipts and adequate description in the appropriate space to support the reason for the expense. In the event the required receipt is misplaced, approval of the expense form shall fall to the President and one other executive.
  
- 6.6. Authorization of External Expenses
  - 6.6.1. Any expenditure undertaken by an employee outside the normal process of carrying out their work should first be authorized by the President and one other executive.