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| <i>Policy 6</i> |
| Created: 2011 |
| Last Revised or Reviewed: April 2024 |

6. Policy 6: Expense and Payment Guidelines

6.1. Travel

- 6.1.1. All travel shall be authorized by the majority of student executives. To receive reimbursement, employees must complete the reimbursement form.
- 6.1.2. Private Vehicle: Employees using their own vehicle on Trent Durham Student Association (TDSA) related activity shall be compensated at a rate of \$0.60 per kilometre. This rate should be changed annually in May, according to the consumer price index (CPI) increase. 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. Airfare: 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 reimbursement Form.

6.2. Meals

EXPENSES POLICY

LAST REVISED: April 2024

- 6.2.1. Employees shall be allotted \$90, plus 15% for tips on each meal, on a daily basis for all meals during a travel period. Exceptions are subject to Executive Committee approval.
- 6.2.2. The per diem breakdown is \$25, \$30, \$35. If conference hosts provide meals, those meals are removed from per diem as long as those meals are up to standards of delegates.
- 6.3. Other Reimbursements
 - 6.3.1. All staff and volunteers of the TDSA shall seek the approval of their direct report before making purchases for the TDSA they wish to be reimbursed.
 - 6.3.2. All purchases reimbursed by the TDSA will then become TDSA property.
 - 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.
 - 6.3.4. For all TDSA related expenditures, employees will use the TDSA Credit Card and retain all receipts for submission to the President and Executive Director. 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 involve the Vice President to the executive committee. Said employee wishing to appeal a decision shall inform the executive committee in writing. The executive committee will decide by 50% plus one vote the most appropriate action. *if it needs to be appealed then it will go to the board of directors for a vote
- 6.4. Expense Submissions
 - 6.4.1. All TDSA employees incurring non-credit card expenses must submit a TDSA 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 executive committee.
- 6.5. Authorization of External Expenses
 - 6.5.1. Any expenditure undertaken by an employee outside the normal process of carrying out their work should first be authorized by the executive committee.