

## 6.7 Travel Expenses

1. Association members and staff will receive reimbursement for reasonable expenses incurred in the conduct of PEA business.
2. Where air travel is required, the most economical airfare shall be obtained. Non-cancellable flights are generally appropriate, except where there is significant uncertainty in regard to return date and time and advanced approval from the PEA office has been provided. Baggage checking fees are reimbursable for one bag. Seat selection is not reimbursable except where pre- approved by the PEA office in extenuating circumstances
3. Members and staff who elect to travel by road rather than by air to attend PEA business will be entitled to claim mileage for the actual distance, by the shortest primary route, from the departure site (home or office as the case may be) to the meeting site. Incidental mileage not required for travel to meetings is not eligible for reimbursement and should not be claimed. Tolls, parking and ferry tickets and reservations may be claimed.

In no case, however, should combined travel expenses – including mileage, meals, accommodation and any other travel expenses, exceed those that would have been incurred had travel occurred by air. Travel expenses incurred from road travel requiring more time than air travel will be reimbursed, provided they do not exceed costs incurred had travel occurred by air. The amount of leave granted will be that necessary to travel by air. In significant extenuating circumstances additional leave may be granted with prior approval.

4. Where overnight accommodation is required, claims may include the actual shortest-route mileage required to travel between the hotel (or other overnight domicile) and the meeting site. Members may claim \$30 per day for non-commercial lodging.
5. Use of rental cars will require demonstration that the rental car is cost effective when compared to alternative travel methods. Members and staff should seek advance approval of the Executive Director or designate if in doubt.
6. For members and staff working on PEA business the Association will reimburse reasonable receipted dependent care costs, subject to the following conditions:
  - a) reimbursement will apply only in respect of dependents living at home and only where another family member residing in the home is not available to provide dependent care;
  - b) reimbursement will apply only to costs arising for periods outside of normal working hours (i.e., 08:30 – 16:30 Monday to Friday);

- c) a dependent is defined as a person who is unable to care for themself due to disability and/or who is in the charge or care of a member or member of staff;
- d) in any other circumstances, reimbursement of care costs will be considered on a case by case basis and with prior approval.

5. The following rates shall apply:

<b>Meal Allowances</b>	
Breakfast	\$15
Lunch	\$20
Dinner	\$30
<b>Vehicle Allowance</b>	
Vehicle (Mileage) Allowance will be permanently indexed to Canada Revenue Agency (CRA) maximums.	

- 6. An incidental allowance of \$15.00 may be claimed by a PEA member or staff who is away overnight on travel status.
- 7. Tips are reimbursable to a maximum of 15 per cent where receipts are provided.

POLICY AMENDED MARCH 3, 2020