



Policy Name:	Travel/Business Expense Policy		
Category:	Human Resources	Policy #	HR-5

1. Preamble

This policy applies to all Staff and Executive members attending conferences as well as individuals on USSU business. This policy recognizes that there are certain costs associated with doing USSU business that should not be incurred by the individual. All expenditures must follow the guidelines laid out in the Expenditure of Money Policy.

To be reimbursed, all expenses must be approved, in advance, by the Executive Committee, and original receipts must be submitted.

2. Procedures

2.1 Travel Within Saskatoon

Travel within Saskatoon should be done using a private vehicle, in which case travel will be reimbursed at the rate of \$.45/km. No other costs (fuel, repairs, etc.) will be covered.

2.2 Travel Outside Saskatoon

Staff, Executive members, and individuals on USSU business may use a rental vehicle or a private vehicle when traveling outside Saskatoon. When a private vehicle is used, reimbursement will be at the rate of \$.45/km. No other costs will be covered.

2.3 Airline Tickets

All staff and Executive should book airline tickets through the USSU Controller. Whenever possible, Avion airmiles will be used to book flights.

2.4 Accommodations

Accommodation expenses, approved in advance, can be reimbursed. If the delegate chooses to stay somewhere other than the designated conference hotel, the USSU will only pay the amount equivalent to the room rate at the conference hotel. Any difference in price will be paid for personally. If the hotel of choice is less than the designated conference hotel, the USSU will pay the lesser amount.

2.5 Per Diem

Per diem allowance of \$65.00 can be paid to each traveler. This per diem must be requested in writing one week prior to departure date. It covers parking, taxis other than to/from the airport, meals, laundry and other incidental expenditures.

In addition to this, reimbursable expenses also include airport fees, airline baggage fees and travel between the hotel and the airport. All USSU related phone charges will be covered, provided the charges are supported by an original receipt. If a phone other than a cellphone is used for personal calls, reimbursement will cover up to \$15.00 per day.

2.6 Extraordinary Expenses

Extraordinary expenses may be reimbursed, if approved by the Communications and Marketing Manager or the Business and Services Manager/Executive Committee, provided that the expense is not covered under the per diem, is a necessary part of the travel, and is supported by an original receipt.

Contact Information:	Vice President Operations & Finance: (306) 966-6967		
Policy Authority:	Executive Committee		
Approvals	Board/Committee	Date	Motion
Created/Adopted	Executive Committee	11/11/1998	EXEC50
Amended	Executive Committee	04/29/2002	EXEC78
Amended	Executive Committee	12/14/2005	EXEC66
Amended	Executive Committee	10/05/2007	EXEC01
Amended	Executive Committee	08/11/2008	EXEC30
Amended	USC (As part of budget)	03/25/2010	USC124
Amended	Executive Committee	07/13/2010	EXEC25
Amended	Executive Committee	08/28/2015	EXEC28
Amended	Executive Committee	02/27/2017	EXEC72
Amended	Executive Committee	05/13/2022	EXEC02