POLICY STATEMENT

OASBO supports and in some cases requires members to travel and periodically provide hospitality as such OASBO will reimburse reasonable costs in accordance with the procedures set out in this policy.

BOARD RESPONSIBILITY

Review expense rates from time to time in keeping with current economic conditions.
To assign members to attended events on behalf of OASBO that may require travel expenditure.
To establish reasonable budgets for the reimbursement of required travel and hospitality claims.

ADMINISTRATIVE PROCEDURE

1. OASBO office to process payment for expenses incurred in accordance with Board policy.
2. For travel while on approved business, the expenses incurred for travel should be incurred at the most economical level.
3. All requests must be on the current expense claim for F9-1
From time to time OASBO office revises and prints new expense claim forms incorporating new rates.

Travel Process and Reimbursement:

All assignments to attend events on behalf of OASBO are to be preapproved by the Board.
If any member becomes ineligible to travel they should notify the Executive Director immediately.
Members are required to make their own travel arrangements. If there are complications or unexpected expenses uncovered during the planning stages, the member is to notify the Executive Director prior to finalizing the booking.
The most economical method of travel should be selected.
Dates of the event should be outlined in the claim. If additional days are included an explanation is to be provided. Pre and post conference events may be eligible.

Travel in vehicles:
1. The complete reimbursement rate for all travel in personal vehicles will be at the CRA rate per kilometer adopted in September of each year for that budget year or as recommended by the Board.
2. Wherever possible, two or more members traveling to the same location use one car.
3. Taxi and self parking charges will be reimbursed when receipts are provided.
4. Traffic and parking violations will NOT be reimbursed.
5. Vehicle rentals will be reimbursed for mid-size or full-size only and will include the rental insurance premium.

**Travel by air or rail:**
1. Reimbursement for fare will be made at the rate for economy class.
2. Receipts for fare from the airline / railway or travel agency are required.
3. Where costs exceed the economy fares, explanation must be provided.
4. Trip cancellation insurance should be obtained and will be reimbursable.
5. Medical insurance should be obtained but is NOT eligible for reimbursement.
6. The most economical method of travel to the airport should be selected i.e. shuttle to the airport vs parking costs.
7. Decisions to have lay over vs direct flights should be based on the most economical cost and a reasonable travel plan.

**Meal Expenses:**
1. Meal expenses may be combined but are limited to a per diem based on the following rates
   - Breakfast $10.00
   - Lunch $20.00
   - Dinner $35.00 taxes and gratuities are included. i.e. if only breakfast and lunch combined, maximum will be $30.
2. If the claimant believes that it was necessary to spend an amount in excess of the per diem rate, a claim with receipts may be submitted for consideration.
3. Meal expenses will be permitted when staying overnight away as per the following guideline:
   - a) Breakfast – depart before 6:00 a.m.
   - b) Lunch – depart before 11:30 a.m. – arrive after 2:00 p.m.
   - c) Dinner – arrival home after 7:00 p.m.

**Hotel & Lodging:**
1. Itemized hotel and payment receipts are required.
2. Economy class rooms should be selected.
3. Room service expenses must comply with the per diem and meal rates noted above.
4. Private residence: entitlement of $30 per night when accommodation is in a private residence.

**Telephone Calls:**
1. Reimbursement will be made on calls of a business nature.
2. One call home, for reasonable costs, for each night away.

**Mobile devices:**
Costs for travel packages for mobile device roaming and internet must be prearranged and approved prior to departure.

**Hospitality**
1. Expenses for providing hospitality to guests (i.e. fraternal) will be reimbursed in accordance with the rates noted above for meals.
2. Expenses for alcohol will not be reimbursed and should not be combined with other expense claims.