



CNSA Travel & Accommodations Policy

Approved: January 2010
Approved by: National Assembly

The Canadian Nursing Students' Association (CNSA) provides financial compensation for the expenses outlined below. Board members shall not be compensated for loss of include or salary resulting from attending meetings representing CNSA. Board members and staff shall be reimbursed for expenses incurred by attendance at Board meetings as well as any other authorized event. To ensure cost-effectiveness of travel and accommodation arrangements, CNSA requires that travel requests are approved by the Executive Committee or the Administrative Officer at the minimum 60 days in advance of the meeting. In the event that a travel request is submitted after the 60 day minimum, it will not be honoured unless extenuating circumstances exist that are approved by the Executive Committee. It is the individual's responsibility to substantiate the claim by submitting a comparison of the costs. Please contact the CNSA Administrative Officer before making the arrangements.

1. Transportation: When planning your itinerary, please select the most economical means of transportation (i.e. economy air, bus shuttle to and from airport, train, bus, etc.).

1.1. Air

Each individual makes his/her own arrangements and provides "proof of purchase" for reimbursement. If this is not feasible, the Board member will contact the Administrative Officer with reasonable notice and appropriate details so that flights can be booked with the Corporate Credit Card, though they are subject to the policy.

In the incidence that the Corporate Credit Card is to be used to book travel for a Board member, airline, flight number, and departure time are required for the proposal.

Each individual ensures that all bookings are made at the lowest possible fare.

Bookings should be made immediately after confirming attendance at a meeting. The advanced booking and confirmation of the flight ensures that space is available at the most advantageous fare and that there is ample time for ticket delivery.

Changes or Cancellations: Please provide as much notice as possible to the Administrative Officer of any changes or cancellations that must occur so that they can be rectified immediately.

1.2. Automobile

When travel by car is necessary and the cost of travel by car is more/as economical as travel by bus or train, CNSA will reimburse the amounts indicated on submitted receipts. Parking will also be provided.

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1.3. Taxi Fares

Actual taxi fares will be reimbursed. Individuals are requested to use bus/shuttle service to and from airports and hotels. Where taxis are necessary, individuals are asked to share taxis and fare wherever possible. Travel receipts must be attached to the Expense Claim Form.

2. Accommodations

- 2.1. Hotel arrangements will be made for each individual through the CNSA Administrative Officer for Board of Directors meetings. Where individual arrangements must be made for external meetings, Executive Committee approval is required and receipts should be submitted to the Administrative Officer through the Expense Claim Form.
- 2.2. Confirmation of hotel arrangements will be forwarded to each individual for Board of Directors meetings.
- 2.3. The hotel room charges and taxes will be billed directly to CNSA. Meals and incidentals must be paid by the individual and claimed on the Expense Claim Form.
- 2.4. For Board of Directors meetings, Board members shall stay no less than 2 to a room and no more than 3 to a room at any given meeting, with the exception of one individual of a particular sex who is unwilling to stay with individuals of the opposite sex.
- 2.5. If a meeting exceeds four nights of stay, Board members will stay 2 to a room.

3. Meal Allowances

- 3.1. The CNSA Board of Directors and Officers shall be reimbursed a maximum of twenty five dollars (\$25) per meal and a daily maximum of fifty dollars (\$50) [plus a daily maximum of ten dollars (\$10) for incidentals] when on official business for the Association. As per section 4 (Reimbursement) of the CNSA Travel and Accommodations Policy, all original receipts (including applicable taxes) must be produced in order to receive compensation (excluding incidentals).
- 3.2. The CNSA Board of Directors and Officers shall not claim meal expenses where they are provided for by CNSA or any other third party.
- 3.3. Reimbursement of meal costs is at the discretion of the Administrative Officer.
- 3.4. Beverages with alcoholic content cannot be claimed for reimbursement.

4. Reimbursements

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- 4.1. Please submit expenses within 30 days after the meeting whenever possible. Claims in excess of the allowed expenses will be deducted when the expense account is paid. Receipts are required for all expense claims.

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