



**UNIVERSITY OF REGINA  
FACULTY ASSOCIATION**

**URFA Travel Policy**

**Purpose**

In accordance with the *Conference and Delegate Expectation Support Policy*, and the *COPE 397 Collective Agreement*, this policy outlines the responsibilities of URFA regarding the costs of member and staff travel to Conferences, Conventions and other Professional Development events identified as URFA business.

**Rationale**

*Conference and Delegate Expectation Support Policy* and the *COPE 397 Collective Agreement* outline URFA's support for member and staff attendance at such events, they also establish URFA's responsibility for some of the costs incurred in relation to these events. This policy will outline clearly the costs approved for reimbursement, which are to be reviewed and updated annually by the Executive Committee.

**Goal**

Minimize any ambiguity in regard to which costs are paid for by URFA in relation to member and staff travel and establish rates and requirement for reimbursement of travel expenses. References to a 'member' will from this point forward refer to either an URFA member or an URFA staff member.

**Policy**

Travel is typically the biggest contributor to an organization's environmental footprint. The member shall consider attending these events remotely where possible, unless it is established that there is significant benefit to the URFA membership for a member to attend in person. When travel is deemed extraneous, URFA reserves the right to limit its contribution to virtual registration fees only.

Members representing URFA will communicate with the URFA office their intention to travel and provide itineraries for the event. It will be identified who will be responsible for registration and booking transportation and accommodations.

Within two weeks of the event's conclusion, the member will submit the completed URFA-issued Travel Expense Reimbursement form and all associated receipts. Member expenses shall then be reimbursed by cheque within three weeks from the date of receipt. Unless approved in advance, Travel Expense Claims submitted later than two weeks following the event may be paid at the sole discretion of URFA.

The following expenses are eligible for direct payment by URFA or for reimbursement to the member:

1. Registration Fees - Unless paid for by CAUT, URFA will pay for registration fees identified in the Annual Budget approved by the Executive Committee. Any events not already planned for in the Annual Budget may be paid for by URFA with approval from the Executive Director prior to the event and in accordance with the Conference and Delegate Expectation Support Policy, and/or the COPE 397 Collective Agreement.
2. Accommodations - URFA will pay for the actual cost of appropriate hotel accommodations for the minimum number of nights required to attend the full event, not including incidentals.

*Accommodation receipts must be submitted for reimbursement.*

3. Per Diem - URFA will pay for daily meals and sundries at the following rates, less the meals provided for in the event registration, starting with lunch on the first day of travel, and ending at the time the traveler returns to their home city:
  - a. Breakfast           \$12.00
  - b. Lunch                \$18.00
  - c. Supper               \$26.00

*Receipts for meals need not be submitted, HOWEVER, a written explanation of the dates of travel, event dates, and meals included with the registration fee must be included on the expense form.*

4. Transportation - Members must choose from among those travel options that are most economical at the time of booking. Members are encouraged to choose travel options that are offered by unionized organizations, and that work towards minimizing the environmental impact to the extent possible (eg. Direct flights are more fuel efficient than transfer flights, high-capacity transport from airports to conference locations such as bus or shuttle is preferred to individual car rental, etc.)

URFA will pay for airfare or other appropriate means of travel (train, or bus) from Regina to the city hosting the event, including baggage and additional required fees. Members may request that URFA schedule travel bookings on their behalf or may book individually.

URFA will pay for actual taxi or shuttle costs from the airport (or other terminal) to the hotel, and back at the destination city. If additional transportation is required at the destination city (e.g. Taxi, Car rental and mileage, parking), these costs must be reviewed on an individual basis and approved prior to the trip.

Transportation by Automobile - When travel by automobile is preferred, URFA will reimburse members and staff for travel using their personal vehicle based on the current mileage rate of \$0.50/km, as well as necessary parking costs at the destination city. Distance travelled will be determined by the total distance in km's between Regina (or the member's hometown) and the destination city as identified on Google Maps (<https://www.google.ca/maps>). The total amount of reimbursement for mileage & parking shall not exceed the lowest airfare available at the time of the approval.

*All Transportation receipts must be submitted for reimbursement.*

5. Travel Accident Insurance - URFA maintains a travel accident insurance policy that covers individuals travelling on URFA related business.

6. Trip Cancellation - If a member has booked travel but is subsequently unable to attend the event, resulting in a cancellation or change to the travel dates etc.:
  - a. For medical emergency - *If due to an emergency medical condition involving the member or their immediate family requiring care of a physician or hospitalization, or a death of an immediate family member, URFA will pay for cost of fees to accommodate the change.*
  - b. For any other reason (eg. workload, personal reasons) - *the member will be responsible for any additional costs incurred to manage the change.*

**Compliance with other documents and policies**

- URFA Conference and Delegate Support Policy
- COPE 397 Collective Agreement

*Approved by Executive: 19 July 2022*