

Policy Manual

Operational Policy

Operational Policy 12 (OP-12): Travel

Adopted by: Board of Directors

Adopted on: April 8, 2009

Summary:

The Union conducts business with regional, provincial, and national partners and as such may require to travel outside the City of Kamloops. When traveling to conduct official business of the Union, authorized representatives are entitled to fair compensation as outlined in this policy.

Policy:

- I. All travel arrangements for business of the Union outside the City of Kamloops shall be approved in advance and shall:
 - a. State the name(s) of the representative(s) to travel
 - b. Allow the payment of per diems up to fifty five (55) dollars per day per representative. Where fifteen (15) dollars shall be deducted for each meal provided.
 - c. Allow the reimbursement of vehicle rental subject to the submission of receipts
 - d. Allow the reimbursement of gas expenses at forty five (45) cents per kilometer
 - e. Allow the reimbursement for additional travel costs, such as, but not limited to, accommodations, ferry fares, highway tolls, and parking fees upon the submission of receipts
 - f. Be approved by the Executive Committee