

Policy Manual

Operational Policy

Operational Policy 12 (OP-12): Travel

Amended by: Board of Directors

Amended on: August 13, 2024

Summary:

The Union conducts business with regional and provincial 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 for the payment of meal per diems without receipts in accordance with the current Canada Revenue Agency (CRA) guidelines.
 - c. Allow for the payment of personal vehicle mileage without receipts in accordance with the current Canada Revenue Agency (CRA) guidelines.
 - d. Allow the reimbursement for additional travel costs, such as, but not limited to, accommodations, vehicle rentals/gas, ferry fares, highway tolls, and parking fees upon the submission of receipts.