

CCA TRAVEL POLICY FOR CYL

(June 2013)

AIR TRAVEL ARRANGEMENTS

Booking Flights and hotels

Booking Guidelines for Air Travel

- CCA will reimburse for the most economical fare available. Claimants are expected to book tickets at **least 21 days prior to travel** to take advantage of advance booking discounts. It is recognized that for some meetings there is insufficient notice to make advance bookings.
- Semi-Annual and Annual Board meetings. CCA will reimburse on condition that the fare class is booked 21 days or more in advance, and is in an economy class.
- If you drive to the meeting, your mileage claimed should not be more than the cost of a round-trip airfare. Please check on fares in advance of the meeting.

Travelling out of Canada

- Due to rising health care costs (particularly in the U.S) it is highly recommended when travelling outside of Canada to purchase medical insurance. Our travel agent can arrange medical insurance for your trip. You will need to provide your date of birth.

TRAVEL EXPENSES

Please complete a CYL expense claim form and forward to the Calgary head office for processing. Please include original receipts including boarding passes. Eligible expenses may be claimed as follows:

1. **Mileage**

- CCA will pay an allowance of 50 cents per kilometer to Candidates who use their personal vehicle for business purposes. Please indicate the number of kilometers travelled on the expense claim form. Please note CCA reimburses up to the most economical mode of travel, which in many cases is via air.

2. **Parking**

Please submit the original receipt with expense claim.

3. **Cab/Taxi**

Please submit the original receipt with expense claim.

4. **Hotels & Accommodation**

- Please submit the original receipt with expense claim.
- CCA will not reimburse claims for in-room movies or mini-bar liquor purchases.

- CCA will not reimburse claims for laundry expenses except in the event of an unforeseen extension to your stay.

5. **Meals**

When accompanied by the original receipt, CCA will reimburse claims for:

- Personal meals (excluding liquor)
- Meals purchased with good judgment for others (names to be noted)

Note: original receipt means itemized meal bill (not just the Visa bill). The original bill is required to claim GST.

Cancellation Charges

Cancellation charges incurred for compassionate grounds will be reimbursed by the CCA. Cancellation charges incurred as a result of changes in CCA plans will also be reimbursed by the CCA. All other cancellation charges are at the expense of the claimant.

Submission of Claims

We ask that claims be submitted on a monthly basis. Please submit original receipts for audit purposes and keep a photocopy for your records, if required.

Claims submitted more than three months after the date the expense was incurred will not be reimbursed.