



COUNCIL POLICIES AND PROCEDURES

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		Original Date: October 27, 2000
		Reviewed: Oct 19, 2002
		Revised: November 23, 2005
		Revised: March 22, 2010
		Revised: October 13, 2018

**Purpose** To establish comprehensive rules for the reimbursement of expenses incurred by Directors, Officers and official representatives of ACE.

**Definitions**

**Travel** Travel includes all travel undertaken on ACE business by Directors, Officers or persons authorized by the National Council to represent the Association.

**APEX** APEX fares are airfares under international standards and means "Advanced Purchase Excursion" (i.e. a fare that is purchased in advance and is eligible for special rates).

**Policy**

**Reasonable Expenses Covered** When traveling on official ACE business, individuals covered by this policy will be entitled to reimbursement of all reasonable expenses incurred, including transportation, meals, and accommodation.

**Receipts Required** Receipts will be required for all requests for reimbursement, except mileage and per diems. The Executive Director may deny requests for reimbursement of unreasonable expenses, subject to review and confirmation of the Treasurer.

**Annual Conference** The conference fee will be waived for National Council members. Travel expenses including up to 3 nights of accommodation (in addition to nights covered for any related Council meeting and the AGM), will be covered for the National Executive.

**Related Procedures**

**Air Travel** The use of seat sales and other discount fares is encouraged. Only economy or coach fares will be honoured. First, executive first, or business class fares and/or upgrades, including seat selection, are excluded. Extra costs for checked baggage will not be covered unless travel exceeds the two day face to face meetings. The actual or APEX fare will be paid, whichever is lower.

**Automobile** Travel by automobile will be reimbursed at a rate of \$0.49 per kilometer.

**Accommodation** The actual costs of accommodation, including applicable taxes, will be reimbursed. Incidentals, including but not limited to long-distance telephone calls, in-room movies, mini bar use, are at the traveler's expense. When out of town on ACE business, Council members who billet with friends and/or relatives are entitled to claim the purchase of a host(ess) gift, up to a value of \$25.00.

**Meals** Meals will be paid at the per diem rates listed below:

- Breakfast: \$14.00
- Lunch: \$16.00
- Dinner: \$30.00

Meals provided as part of the meeting or conference registration will not be eligible for reimbursement.

Meals on the day of travel will be reimbursed at the per diem rate. Travel must start before 7:30 am to claim for breakfast, before 12:00 pm to claim for lunch, and arrive home after 18:30 pm to claim for dinner.

One council dinner will be arranged to be held after each in-person meeting of the National

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Association of Canadian Ergonomists  
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Council. The entire meal, with the exception of alcohol, will be covered for council members. The cost of the meal is up to Council's discretion but an estimate of \$40.00 per person can be used for budget purposes.

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Other Travel Reasonable costs for other expenses, including but not necessarily limited to taxis, shuttles, bus fare and parking will be reimbursed.

Submission deadlines All expenses reports must be submitted within 60 days of completion of travel. All expenses incurred in November and December must be submitted by January 15<sup>th</sup> of the following year.

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