

## 1. Purpose

UNFC recognizes that its staff and volunteers, delegates and meeting attendees may incur costs when conducting business on behalf of the organization such as attending meetings, workshops and training. It is the intent of this policy to identify expenses eligible for reimbursement, and to establish the rates at which those expenses will be reimbursed.

## 2. Scope

The *Expense Policy* applies to all UNFC Board members, employees, volunteers, delegates and meeting attendees conducting business on behalf of the UNFC, unless otherwise noted.

Specific expense categories addressed in this policy are commercial travel, personal vehicle use, child care/home care, hotel and private accommodation, per diem meals and incidentals, hospitality and gifts.

## 3. Authority

Organizations and Individuals must seek and obtain the approval of the identified UNFC budget authority prior to incurring any expenses on behalf of the organization.

Where the participant is not representing an organization, payment will be made to the individual.

## 4. Commercial Travel

Commercial travel expenses include all forms of travel excluding the use of a personal vehicle.

- 3.1 UNFC will reimburse the cost of economy class airline, train or bus tickets.
- 3.2 Wherever possible, airline train or bus tickets should be purchased no less than twenty one (21) days in advance of travel in order to take advantage of potential fare reductions.
- 3.3 Claims for associated ground transportation, i.e. taxi fare between hotel and UNFC events may be claimed for reimbursement.
- 3.4 Rental costs of a vehicle appropriate to the driving conditions for travel to and from UNFC events, when other modes of transportation are not suitable or available may be claimed.

In all cases, amounts claimed for commercial travel must be supported by original receipts.

## 4. Personal Vehicle

Mileage will be paid for out-of-town business use of a personal vehicle at a rate of \$0.50 per kilometre.

To encourage the effective use of resources through car-pooling to UNFC activities, an additional \$0.02 per kilometre will be paid for each additional delegate travelling together in

one vehicle. Mileage will be paid for only one vehicle for every three (3) participants travelling from the same location to any UNFC meeting or workshop.

The value of the mileage claim cannot exceed the costs of commercial travel and the associated ground transportation for the same journey. Receipts are not required.

UNFC Employees will be reimbursed for the mileage between the actual point of departure/arrival, or the UNFC office, whichever is less.

Fuel required for business use of a personal vehicle is deemed to be included in the amount paid for mileage. Additional expenses for fuel, tolls, parking infractions will not be reimbursed.

## **5. Child Care and Home Care**

Claims for dependent child care and/or home care costs incurred while on UNFC business will be reimbursed when supported by original receipts in accordance with the following conditions.

- 5.1 Dependents are defined as children under the age of 14, seniors and all people with disabilities or chronic illness who require substitute care while the UNFC representative is absent.
- 5.2 Care must be provided by someone other than a spouse, partner or person ordinarily residing in the same residence.
- 5.3 Reimbursement is only provided for the period during which the caregiver would normally have been at home.
- 5.4 Costs incurred for daytime care, (between 8:00 AM and 8:00 PM), of one dependent will be reimbursed to a maximum of \$50.00. An additional \$25.00 per day may be claimed for two or more dependents, inclusive.
- 5.5 Costs incurred for overnight care, (between 8:00 PM and 8:00 AM), of one dependent will be reimbursed up to \$30.00 per night. An additional \$15.00 per night may be claimed for two or more dependents, inclusive

UNFC will not reimburse costs associated with pet care during a participants absence from home.

## **6. Hotel and Private Accommodations**

Wherever possible it is expected UNFC staff and delegates will use hotels with which the UNFC has negotiated a discounted rate and established a direct billing contract. When travel is required to a community where no such contracted hotel exists, specific prior approval of hotel expenses must be obtained and original receipts must be provided.

Travellers may claim up to \$50.00 per night for private, non-commercial accommodations. Original receipts must be provided.

UNFC will cover the cost of the travellers room, parking and taxes only. Costs associated with in-room entertainment, room service, valet parking, dry cleaning etc. are excluded.

## **7. Meals and Incidentals**

Individuals travelling on behalf of the UNFC will be provided meal allowances and incidental reimbursements. Receipts are not required.

The breakfast meal allowance of \$10.00 is provided whenever required travel begins prior to 8:00AM.

Lunch meal allowance provided is \$10.30

Dinner meal allowance provided is \$27.60 and may be claimed for each day when required travel continues until after 6:00 PM.

Travellers may claim an incidental allowance of \$10.00 for each night when overnight accommodation is required. This allowance is intended to cover the costs of such items as telephone calls, newspapers, internet, hotel wi-fi etc.

## **8. Hospitality and Gifts**

The President and the Executive Director of the UNFC may from time to time provide gifts or hospitality for stakeholders or partners during meetings, conferences and other events. In addition to the expense, gratuity of up to 20% of the total bill is permitted for reimbursement.

Claims for reimbursement of hospitality, or gift expenses must be supported by original receipts. Any hospitality claims submitted that include the purchase of alcohol will be disallowed.