



Conference and Travel Expenses Policy

1. Conference Expenses

Once you have confirmed your attendance for a conference or workshop, a WLUF staff member will contact you to acquire details for your travel arrangements. If WLUF sponsors you to attend an event, you are expected to provide a report to the Executive Committee. Please indicate which conference you attended, where it was located, and the dates of the conference. Describe how you feel your attendance benefits WLUF (limit of one page). Include a conference summary (limit of two pages). The report is due three weeks from the end of the conference.

WLUF will book and pay for your flight arrangements and conference registration as well as reserve your hotel and if needed, ground transportation, in advance. Please note that you may be required to pay your hotel charge, ground transport, parking, internet usage fee, (or other travel charges) at the time of use. WLUF will reimburse the cost of travel expenses for the designated participant once receipts have been submitted. Reimbursable costs include; travel by air, train, bus, or automobile (advanced seat selection not included), hotel accommodations, parking fees, internet usage fees as well as meals not included with the conference (see below). With the exception of meals, receipts must be provided.

Please make every effort to take the most economical means of travel possible. Any exceptions must be pre-approved by WLUF.

WLUF will reimburse participants for personal use of automobiles based on the current CAUT mileage rate. The amount of reimbursement for mileage shall not exceed the lowest airfare available at the time of the meeting. The current CAUT rate is \$0.58 /km. Vehicle rentals are also an option depending on your travel plans.

WLUF will reimburse you for meals at the current CAUT per diem rates; receipts are not required.

Breakfast	\$19.00
Lunch	\$19.00
Dinner	\$48.00
Sundry	\$17.00

Staying with friends or relatives: HALF THE APPLICABLE CONFERENCE HOTEL RATE

Note that WLUFAs will pay only for meals not included with the conference. WLUFAs will not pay for items or services charged to your hotel room, with the exception of parking and/or internet if applicable.

In the event that a participant has agreed to have travel booked and then is subsequently unable to attend the meeting, the following policy shall apply:

- a. In the event of (1) an emergency medical condition involving the participant, or a member of the participant's immediate family, requiring the care of a physician or hospitalization, or (2) the death of an immediate family member, WLUFAs will bear the cost of travel booked, cancellation fees and registration fees, if applicable, upon receipt of a letter from the physician or hospital;
- b. In the event that the participant is required to return home early for the reasons outlined in (a) above, requiring a change in the travel itinerary, WLUFAs will cover the cost of the change fee.
- c. In the event of cancellation for any other reason (e.g., workload, personal reasons), the participant will be responsible for the cost of travel booked, cancellation fees and registration fees, if applicable, and will reimburse WLUFAs.
- d. In the event of a change in itinerary for any other reason (e.g., workload, personal reasons), the participant will be responsible for all costs associated with that change and will reimburse WLUFAs.

You may choose to bring a guest on your trip but only the Member's portion of expenses will be reimbursed. If you have any questions, please contact Linda Watson at Ext. 2603.

Please attach all receipts to the Expenses Claim Form including those already paid for by WLUFAs, and submit it to the WLUFAs office upon your return.

2. TRAVEL EXPENSES

WLUFAs will cover the cost of mileage for attending WLUFAs committee meetings under the following conditions.

- a. Every effort was made to take the most economical means of travel.
- b. The Member is not otherwise required to be on the campus where the meeting is held for any other reason (i.e., teaching, another university meeting).
- c. Mileage will be paid at the CAUT rate (currently \$0.58/km).
- d. Per diem rates will apply for meals only if the meeting is an all-day event and if meals are not provided.

Approved March 2019