

WLUFAs POLICIES

#12 Policy on Conference and Travel Expenses

Approving Authority: Executive Committee

Original Approval Date: September 2017

Date of Most Recent Review/Revision: February 2022

1.00 PURPOSE

1.01 The purpose of this policy is to provide clarity and guidance with regard to WLUFAs practice of reimbursing members for travelling for WLUFAs business.

2.00 POLICY

2.01 WLUFAs will reimburse members for approved travel to WLUFAs, OCUFA and CAUT meetings, and in some cases, conferences or meetings not put on by these organizations.

2.02 Travel must be approved prior to departure.

2.03 If WLUFAs sponsors a Member to attend an event, the Member is expected to provide a report to the Executive Committee.

2.03 Members who are travelling and/or attending conferences at WLUFAs expense must follow the procedures set out below.

2.04 A guest may accompany the Member on the trip, but only the Member's portion of expenses will be reimbursed.

3.00 PROCEDURES

3.01 Conference Expenses

- a.** Once attendance for a conference or workshop has been confirmed, contact the WLUFAs Office and a WLUFAs staff member will make the travel arrangements, including flight bookings, conference registration, hotel reservations and, if needed, ground transportation, in advance.
- b.** Some payments may be required at the time of use, e.g., hotel, ground transport, parking, internet usage fee. WLUFAs will reimburse the cost of travel expenses paid for by the Member. 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.

- c.** Every effort must be made to take the most economical means of travel possible. Any exceptions must be pre-approved by WLUFAs.
- d.** WLUFAs will reimburse Members for personal use of automobiles based on the current mileage rate in the University Expense Handbook. The amount of reimbursement for mileage shall not exceed the lowest airfare available at the time of the meeting. For up-to-date rates, consult the WLUFAs Office. Vehicle rentals are also an option and can be booked by WLUFAs Staff.
- e.** WLUFAs will reimburse the Member for meals and sundry at the current CAUT per diem rates; receipts are not required. For up-to-date rates, consult the WLUFAs Office.
- f.** Note that WLUFAs will pay only for meals not included with the event. WLUFAs will not pay for items or services charged to the hotel room, with the exception of parking and/or internet, if applicable.
- g.** In the event that a Member has agreed to have travel booked and then is subsequently unable to attend the meeting, the following provisions shall apply:
 - i.** In the event of (1) a public health emergency, (2) an emergency medical condition involving the Member, or a member of the Member's immediate family, requiring the care of a physician or hospitalization, or (3) 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;
 - ii.** In the event that the Member 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(s).
 - iii.** In the event of cancellation for any other reason (e.g., workload, personal reasons), the Member will be responsible for the cost of travel booked, cancellation fees and registration fees, if applicable, and will reimburse WLUFAs.
 - iv.** In the event of a change in itinerary for any other reason (e.g., workload, personal reasons), the Member will be responsible for all costs associated with that change and will reimburse WLUFAs.

3.02 WLUF A COMMITTEE TRAVEL EXPENSES

WLUF A will cover the cost of attending WLUF A 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 University rate (for up-to-date rates, consult the WLUF A Office).
- d.** Per diem rates will apply for meals only if the meeting is an all-day event and if meals are not provided.

4.00 REPORT

4.01 Report

Members who participate in conference travel paid for by WLUF A must submit a report to the Executive Committee within three weeks following the travel.

The following information must be included in the report.

- a.** Name of conference or reason for travel, location, and dates
- b.** Benefits to WLUF A derived from Member's travel (limit of one page)
- c.** Conference summary (limit of two pages)

5.00 GENERAL

5.01 All receipts must be attached to the WLUF A Expenses Claim Form including those already paid for by WLUF A. Receipts and the completed Form must be submitted to the WLUF A Office. Reimbursement will be within 30 days of the submission of proper documentation.

5.02 Contact the WLUF A Office for any inquiries.