

Saskatchewan Professionals in Infection Control (IPAC-SASKPIC)	SECTION IPAC-SASKPIC Policies & Procedures		PAGE 1	OF 3
	DATE ORIGINATED: December 2010	LAST REVISION: July 2019 September 2019	LAST REVIEW: February 2023	
	APPROVED IPAC-SASKPIC Executive			
SUBJECT: Travel Expense Policy and Procedure				

Philosophy:

IPAC-SASKPIC is a non-profit organization, which operates on limited funds from membership fees and conference profits (registration and vendor fees).

Purpose:

To ensure that members who attend provincial or national conferences or meetings as a representative of the Chapter and/or acquire Chapter related expenses understand when and how they can claim expenses and are fairly reimbursed.

Policy:

- ✓ Reimbursement will not occur until after the member has attended the conference or meeting and submitted an IPAC-SASKPIC Travel Expense Claim Form with original receipts.
- ✓ All expense claims must pertain to association business.
- ✓ Reimbursements will not be made in excess of the allowances established.

Important Expense Information

- ✓ In order to receive reimbursement, members approved for funding must submit **original itemized** receipts to the Treasurer. Non-itemized receipts, including debit or credit card receipts, will not be accepted.
- ✓ Receipts submitted should contain expenses for claimant only.
- ✓ Expenses not eligible for reimbursement (i.e., liquor, gratuities) should be separated out from the submitted receipts, if possible.
- ✓ Ensure your contact information (including full mailing address) is filled out properly to avoid any delays in processing your expense claim.

Allowable Expenses:

- a. Transportation and Travel:
 - i. Air travel - Economy class and first bag of luggage. IPAC-SASKPIC will not pay costs incurred for excess or overweight luggage or seat selection.

- ii. Bus
- iii. Private vehicle (mileage* and parking expenses)
- iv. Taxi/Shuttle/Local Transit to/from airport to accommodation address

*Refer to the your union's collective agreement for kilometer mileage rates

- b. Accommodations (business travel outside of 2 hours):
 - i. Standard hotel room (provincial SAHO rate, conference rate or equivalent)
 - ✓ Claimants are asked to use moderation in their selection of accommodation, and share the cost of rooms, where possible.
 - ✓ IPAC-SASKPIC President and approved IPAC-SASKPIC executive will be reimbursed for a maximum of 4 nights if accommodation is shared, and a maximum of 2 nights if accommodation is not shared (Exception: If IPAC-SASKPIC President is required to attend meetings that require additional night's stay at the IPAC Canada National Conference, then they will be reimbursed accordingly).
 - ii. A per diem rate of \$15.00 will be paid for private residential accommodation.
- c. Meal allowance (Maximum reimbursement allotted is \$75.00 per day). Example:
 Breakfast: \$15.00
 Lunch: \$20.00
 Supper: \$40.00
- d. Registration fees.
- e. Other Chapter related expenses pre-approved by the IPAC-SASKPIC President & Treasurer.

Please note the following items are not eligible for reimbursement:

- ✓ Liquor
- ✓ Gratuities
- ✓ Meals/snacks/refreshments (coffee, bottled water) that are provided at the conference/meeting

Procedure:

1. Complete an IPAC-SASKPIC Travel Expense Claim Form and submit with attached receipts to IPAC-SASKPIC Treasurer within 6 weeks after sponsored event.
2. Retain a copy of claimed expenses for your records.
3. Approved expenses will be reimbursed within 30 days of receiving receipts and Travel Expense Claim form (Exception: Reimbursement for CIC certification/education funding will be sent to applicant upon confirmation of obtaining certification or proof of completion of program after application date closes).

IPAC-SASKPIC Education Conference and Annual General Meeting:

- ✓ All IPAC-SASKPIC executive are eligible to travel coverage through submission of mileage (if traveling >50km) and parking receipts.
- ✓ If the president is traveling a distance greater than 50km, accommodation of 1 night (hotel, private residence) will be reimbursed.
- ✓ IPAC-SASKPIC registration fees will be waived for the executive committee.

Note: Charges for lost reimbursement payment may apply.

Reference: IPAC-Canada Form 7&7a
IPAC NS Funding Dispersion Guidelines