



## Policy for Reimbursable Travel Expenses

This policy defines and allows for reimbursement of reasonable costs incurred by volunteers and employees travelling on FMCBC business. Travel expenses will be reimbursed by the FMCBC within the approved annual budget. This policy applies to all FMCBC Directors, staff, committee members and volunteers who may incur FMCBC travel expenses.

The FMCBC **is not obligated to reimburse an employee or volunteer for travel cost that has not been previously approved**. This could be the case if the purpose of the travel was not considered business related. **All travel expense claims should be submitted within 60 days, and reimbursement will not be considered if more than six months have passed since the related expenses were incurred.**

All travel expense claims being submitted for reimbursement require approval from the FMCBC Treasurer and the Administrative Manager. Volunteers and employees planning travel on FMCBC business should request approval **before** committing any funds for a trip. It is the traveller's responsibility to ensure that any contemplated travel is necessary and appropriate.

Please note that for those volunteers who attend the FMCBC Annual General Meeting (AGM), only transportation costs (such as mileage or fuel and car rental, parking, tolls and ferry costs) will be reimbursed by the FMCBC. The host club will provide accommodation for the AGM weekend. The FMCBC will cover the cost of lunch and refreshments on the day of the AGM.

The FMCBC will reimburse travel expenses that are legitimate, appropriate and reasonable for the activity undertaken with the guiding principle that the individual should neither lose nor gain personally as a result of travel on FMCBC business. Original receipts from vendors must support all expense reimbursement claim items.

The mode of travel considered reasonable is that which provides adequate standards of convenience and efficiency and is the most economical option for the circumstances of travel. The FMCBC encourages people to employ carpooling when possible.

## **Guidelines for Travel and Other Reimbursable Expenses**

In instances not covered by the following guidelines the traveller and the approver should apply judgment to ensure that the expense is reasonable in the circumstances.

The standard for travel is the least expensive means of transportation for the most convenient, direct, timely route to and from the destination.

The original receipt to be submitted with any Travel Claim Form should be the supplier receipt and not a credit card receipt.

### ***1. Vehicle Rental***

Rental cars should be used only when less expensive transportation is not available. The FMCBC encourages and will assist staff and volunteers to arrange carpooling for travel, but if such a situation is not available and a car rental is required, travellers should request the lowest available rental rate at time of booking.

Vehicle rental may be a reasonable method of transportation for round trip journeys up to 500 km, but a rented vehicle should not be used for round trip journeys in excess of this distance unless it can be shown that this represents the least expensive option.

When renting a vehicle, the standard is a mid size car at the lowest available rate at the time of booking. In terms of insurance, collision damage waiver (CDW) is an allowable expense.

The original receipt required is the customer copy of the rental agreement, account statement, invoice and receipts for fuel purchases.

#### ***Additional notes regarding renting a vehicle:***

- When picking up the vehicle, the traveller should check that the lowest fare is offered;
- Often contract rates do not apply on one-way rental and costly drop charges are imposed;
- Gasoline is an eligible expense. The traveller should fill up the gas tank before returning the car to avoid a gasoline surcharge;
- The traveller is to provide specific information regarding the vehicle rental (i.e. reason for trip and person or organization visited) to support the expense.



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## **2. Use of Personal Vehicle**

It is recommended that a personally owned vehicle be used only for round trips of  $\leq 500$  kms or where this option constitutes the most economical means of transportation.

All kilometers travelled in a volunteer or employee's personal vehicle when conducting FMCBC business shall be reimbursed at ~~\$~~**60** per km to cover costs of fuel and wear and tear up to the first 5,000 kilometers, per CRA guidelines.

## **3. Accommodation**

The FMCBC encourages and will assist staff and volunteers with arranging billets, but if a billet situation is not available, the standard for accommodation is a single room with a private bath in a business class hotel. Luxury accommodation will not be reimbursed. Staff may, but are not expected to be, billeted.

The original receipt to be submitted for an accommodation expense is the detailed statement of guest charges from the host establishment.

If a partner accompanies the traveller, the amount to be claimed by the traveller should only be the most economical room rate for a single occupant -- any excess room charges to accommodate the partner are not allowable.

## **4. Meals**

Actual costs may be claimed for meals while a traveller is on an FMCBC business related trip. The business purpose should be indicated on the Travel Expense Claim Form with only reasonable costs being reimbursable.

The maximum per meal costs which will be reimbursed by the FMCBC are listed below. Original restaurant receipts are required for reimbursement of actual expenses and a credit card receipt may be used to substantiate the restaurant gratuity.

### **Maximum meal reimbursement levels:**

<b>Breakfast:</b>	<b>\$15.00</b>
<b>Lunch:</b>	<b>\$20.00</b>
<b>Dinner:</b>	<b>\$30.00</b>

**Total Daily Maximum Reimbursement: \$65.00**

## **5. *Donation of Travel Expenses***

If a volunteer or employee wishes to donate their travel expenses to the FMCBC they may submit a Travel Expense Claim Form with receipts attached and fill in the section to make travel expenses a gift to FMCBC on the travel claim form. A tax receipt will be issued for travel expenses donated. To save on administrative time volunteers and employees are encouraged to consolidate their receipts whenever possible.

### **How to Claim a Travel Expense Reimbursement**

- Inform FMCBC of trip plans prior to trip to obtain reimbursement pre-approval
- Download a copy of FMCBC's Travel Expense Claim Form
- Complete the Travel Expense Claim Form **and return with receipts to [admin.manager@mountainclubs.org](mailto:admin.manager@mountainclubs.org)**

Payment will be issued by cheque to the name and address indicated on the Travel Expense Claim Form.

Charitable Tax Receipts will be issued by email as a PDF attachment to the name and address indicated on the Travel Expense Claim Form.