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| <b>SUBJECT:</b> Travel and Per Diem   | <b>POLICY NO:</b> ADMIN - 1 | <b>LAST REVISED:</b><br>June 25, 2015     |
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**Policy**

The Saskatchewan Polytechnic Students' Association Inc. will be responsible for the out-of-pocket expenses of General Council members and their employees while on SPSA business. The SPSA will authorize travel expenses when individuals use the most practical, least expensive, and readily available method of transportation.

**Procedure**

SPSA General Council members and their employees shall be reimbursed expenses while conducting SPSA business. All travel authorized must be for the purpose of Students' Association business and authorized by the VP Finance & Internal Operations and General Manager (other Executive members may be consulted if required). All requests for reimbursements must be accompanied by the appropriate paperwork.

1. Vehicle Usage

- a. When a Council member or employee uses their personal vehicle for SPSA business the following will apply:
  - i. Owner will be reimbursed at a rate of \$0.42/km.
  - ii. Owner must hold and maintain a minimum \$2,000,000 auto liability policy.
  - iii. Owner of vehicle and any passengers travel at their own risk.
  - iv. Carpooling where applicable is strongly encouraged. Extenuating circumstances will be considered and authorization granted by the VP Finance & Internal Operations and General Manager (other Executive members may be consulted if required).
- b. When a rental vehicle is determined to be the least expensive and most practical method of transportation, the following will apply:
  - i. Renter must hold a valid driver's license.
  - ii. Rental shall include applicable insurances.
  - iii. Driver of vehicle and any passengers travel at their own risk.
  - iv. The size of the rental vehicle should be appropriate).

2. Per Diem

SPSA General Council members and their employees shall be entitled to a per diem to cover expenses while conducting SPSA business outside the city in which their respective Campus is located. The per diem rate for meals and incidentals while travelling more than 12 hours is \$60.00/day. If the SPSA is sponsoring the event and meals are included, a per diem will not be provided.

When a General Council member or employee represents the SPSA on an external committee (ie. Saskatchewan Polytechnic Program Council, Saskatchewan Bursaries & Loans, etc.) and expenses are covered through that external group, the SPSA will not cover any out-of-pocket expenses.