



Internal Travel Policy

Approval / Amendments	Date
Approval	June 24, 2015 (AGM)
Amendment 1	
Amendment 2	

Eligible Community Futures Big Country (CFBC) Manager/Executive Director Travel Reimbursement

1) CFBC Manager/Executive Director Travel

The Manager/Executive Director of Community Futures Big Country is required to use the kilometric rates and the meal allowance rates, as listed below. All amounts are based on Treasury Board approved guidelines and are subject to change quarterly.

No travel is permitted outside of the province of Alberta unless authorized in advance by the Board Chair.

The Manager/Executive Director must fill out and sign an expense form which may include all or some of the following:

- a) Travel expenses** – Mileage is reimbursed per km; all other travel is reimbursed at cost (receipts required);
- b) Hotel costs** – Full hotel costs and taxes are reimbursed. Staff members are responsible for 100% of incidentals, which include personal telephone calls made from the hotel, mini-bar charges, dry-cleaning expenses, etc.
- c) Meal/Incidental Costs** – Reimbursement at the following rate schedule (subject to change to keep in line with current Treasury Board approved guidelines)

Treasury Board approved guidelines attached (Schedule A)

Note: No expenses incurred during the operating year for related travel will be reimbursed if expense claims received after March 31st year-end for Community Futures Big Country. Receipts will not be accepted after April 7.

2) CFBC Manager/Executive Director Travel – Approval

The Board Chair will review and sign off on completed Management expense forms prior to processing by Community Futures Big Country bookkeeper.

Eligible Community Futures Big Country (CFBC) Staff Travel Reimbursement

1) CFBC Staff Travel

The staff members of Community Futures Big Country are required to use the kilometric rates and the meal allowance rates, as listed below. All amounts are based on Treasury Board approved guidelines and are subject to change quarterly.

No travel is permitted outside of the province of Alberta unless authorized in advance by the Manager or Executive Director.

All staff must fill out and sign an expense form which may include all or some of the following:

- d) Travel expenses** – Mileage is reimbursed per km; all other travel is reimbursed at cost (receipts required);
- e) Hotel costs** – Full hotel costs and taxes are reimbursed. Staff members are responsible for 100% of incidentals, which include personal telephone calls made from the hotel, mini-bar charges, dry-cleaning expenses, etc.
- f) Meal/Incidental Costs** – Reimbursement at the following rate schedule (subject to change to keep in line with current Treasury Board approved guidelines)

Treasury Board approved guidelines attached (Schedule A)

Original receipts must be attached to the expense form.

Note: No expenses incurred during the operating year for related travel will be reimbursed if expense claims received after March 31st year-end for Community Futures Big Country. Receipts will not be accepted after April 7.

2) COMMUNITY FUTURES BIG COUNTRY Staff Travel – Approval

Manager/Executive Director will review and sign off on completed staff expense forms prior to processing by Community Futures Big Country bookkeeper.

Eligible Community Futures Big Country (CFBC) Board Member Travel Reimbursement

1) CFBC Board Members

The Board Members of Community Futures Big Country are required to use the kilometric rates and the meal allowance rates, as listed below. All amounts are based on Treasury Board approved guidelines and are subject to change quarterly.

No travel is permitted outside of the province of Alberta unless authorized in advance by the Board Chair.

The Board Members must fill out and sign an expense form which may include all or some of the following:

- a) Travel expenses** – Mileage reimbursed per km; all other travel reimbursed at cost (receipts required);
- b) Hotel costs** – Full hotel costs and taxes are reimbursed. Board/Committee members are responsible for 100% of incidentals, which include personal telephone calls made from the hotel, mini-bar charges, dry-cleaning expenses, etc.
- c) Meal/Incidental Costs** – Reimbursement at the following rate schedule (subject to change to keep in line with current Treasury Board approved guidelines)

Treasury Board approved guidelines attached (Schedule A)

Original receipts must be attached to the expense form.

Note: No expenses incurred during the operating year for related travel will be reimbursed if expense claims received after March 31st year-end for Community Futures Big Country. Receipts will not be accepted after April 7.

Schedule A
Eligible CFBC Travel Reimbursement Rates
Treasury Board approved guidelines

Effective Date: July 1, 2015

The rate payable for the use of privately owned vehicles driven on authorized government business travel:	\$ 0.435 / km (taxes included)
Meal allowances	
breakfast - 100%	16.00
lunch - 100%	16.60
dinner - 100%	42.80
Meal allowance total – 100%	75.40
Incidental allowance – 100%	17.30
Daily Total	
Meals and incidentals – 100%	92.70