

**Editors' Association of Canada/Association canadienne des réviseurs
Volunteer Expense Reimbursement Procedures**

Effective date: December 2014; last revised November 2014

1. General procedure

The Editors' Association of Canada/Association canadienne des réviseurs reimburses member volunteers performing national-level activities on behalf of the association for certain expenses incurred in the course of their volunteer work.

2. Authorized expenses

Authorized expenses include travel, accommodation and meals as delineated in items 2.1 through 2.3 for national executive council meetings only. All other expenses must be authorized in advance by the executive director.

2.1 Travel

The Editors' Association of Canada (Editors Canada) reimburses approved volunteers for travel to and from scheduled meetings:

- national executive council members to national executive council quarterly meetings
- committee members to approved face-to-face committee meetings (e.g., certification test and study guide development meetings)
- other approved meetings

Chairs and members of committees are not normally reimbursed for travel except when specifically authorized to attend.

In general, travel reimbursement covers the cost of transport by train, airplane, car or bus.

2.1.1 Travel by train

Train travel is reimbursed at the best economy-class fare available at the time of booking.

2.1.2 Travel by airplane

For air travel, volunteers are asked to take advantage of discount airlines and seat sales to obtain the lowest available fare.

Flight cancellation insurance is not a reimbursable expense.

Seat selection is a reimbursable expense for flights over three hours.

The charge for one piece of checked baggage is a reimbursable expense.

2.1.3 Travel by car

Travel by personal car is reimbursed for trips from the volunteer's home to the meeting location. Volunteers will be reimbursed \$0.45 per kilometre up to the cost of an airline or train ticket (including taxes), if flying or travelling by train is

possible.

When renting a car is cheaper, including gas and mileage costs, than the cost would be to travel by another option (train, plane or bus), then the rental fees and gas costs will be reimbursed.

Ground transportation from a volunteer's home to the train, airline or bus terminal and then to the hotel is reimbursed. So is the return trip. That includes personal car, rental car, taxi or shuttle bus.

Parking is also reimbursed.

2.1.4 Travel by bus

Travel by bus is reimbursed.

2.2 Accommodation

Editors Canada reimburses volunteers for paid accommodation (i.e., not a billet or family or friend) in the meeting city.

2.2.1 Hotel accommodation

The national office generally makes arrangements for accommodation, allowing the office to be invoiced by the hotel in one discounted lump sum following the meeting.

The national office will benchmark prices for accommodation. Should a volunteer choose to stay in different paid accommodations, Editors Canada will reimburse accommodation expenses up to the benchmark per authorized night of stay.

Reasonable accommodation expenses are reimbursed for meetings:

- A standard stay would be two nights for a two-day meeting, three nights for a three-day meeting, etc.
- An extra night may be reimbursed if train or airline schedules or pricing policies make it unreasonable for a volunteer to depart before the morning of the following day.
- An extra night may be reimbursed at the beginning of a stay if train or airline schedules or pricing policies make it necessary for a volunteer to fly a day early to attend a next-day meeting.

Only the room fee and applicable taxes are reimbursable.

Any charge incurred above the benchmark is not reimbursable.

2.2.2 Billeting

Host branches may make billets available.

Volunteers who choose to use a billet or to stay with family or friends while attending meetings are reimbursed for paid ground transportation to and from the meeting venue.

2.3 Meals

Editors Canada does not reimburse meal expenses related to travel for approved meetings. Meals will be provided during the meeting times.

2.3.1 Per diem

Volunteers attending approved meetings may be eligible to claim a per diem of \$30 per meeting and travel day. A receipt is not required; however, an expense reimbursement form must be completed and sent to the national office. Volunteers should speak with their committee chair to determine whether they're eligible for a per diem.

Volunteers must claim the per diem on the reimbursement form to receive it (it is not automatically counted as part of the reimbursement).

3. Reimbursement process

3.1 Reimbursement timing

Though reimbursement requests should be submitted as soon as possible after the relevant expenses have been incurred, the requested time frame is between 2 months before and 1 month after approved activities are completed.

- Airline tickets in particular may be best booked more than 2 months in advance. In those cases, reimbursement may be requested when the tickets are purchased.
- Receipts for travel, accommodation and meals expenses should not be held for more than 1 month after they have been incurred.

Expense reimbursement requests will be approved once received and, whenever possible, will be paid in the next month-end cheque run.

Reimbursement requests for other approved expenses can be held until the total of such expenses exceeds \$50.

3.2 Reimbursement forms

Expense Reimbursement forms are available online [<http://www.editors.ca/files/private/2015-16-ExpForm.pdf>].

Complete the Expense Reimbursement form, attach all receipts and mail it to the national office. Original receipts must be provided.

- If a purchase was made electronically, a printed copy of the receipt must be included.
- If all expenses were paid electronically, the form and PDF copies of receipts may be submitted by email to the national office.

If a receipt is not submitted with the expense form, a reimbursement will not be made for that amount.

For specific questions about reimbursement, please consult the national office for direction.

4. Revisions

Substantive revisions to these procedures must be authorized by a vote of the Editors Canada national executive council.