

AMS TRAVEL POLICY

Amended July 20, 2011

Preamble:

Whereas it is important that there be principles and procedures in place for travel expenses incurred by AMS officials and staff when attending conferences; and

Whereas it is important that information be recorded concerning the value of the conferences attended to guide future officials and staff in deciding whether to attend particular conferences,

Therefore be it resolved that Council adopt the following Travel Policy:

1. Allocations for travel expenditures for the Executive and the Student Services Manager (ECSS) shall be limited to one annual national professional development conference costing no more than \$1,500 plus an additional discretionary maximum of \$1,500 each per year. Allocations for travel expenditures for the General Manager shall be limited to the AMICCUS-C annual conference plus an additional discretionary maximum of \$1,500 per year. Similarly, the Events Department will be limited to the COCA conference, and an additional discretionary maximum of \$1,500.
2. Notwithstanding paragraph 1 above, Council may at its discretion authorize additional travel expenditures, either through the annual AMS Budget or by a separate Two-thirds (2/3rds) Resolution. If the approval of additional travel expenditures is made through the Budget, these additional expenditures must be pointed out when the Budget is presented to Council.
3. In accordance with the provisions in the AMS Code of Procedure for Executive expenses, officials and staff attending conferences shall make their best efforts to obtain transportation at the economy rate and accommodation at reasonable rates. Up to \$60 Cdn a day (USD \$60 in the States) shall be allowed for meals, with reimbursement to be made on the presentation of receipts, but if meals are provided free at a conference, the allowance shall be reduced accordingly. Meal receipts considered excessive may be deemed inappropriate and not covered.
4. In further accordance with the provisions in the AMS Code of Procedure and in the AMS Executive Procedures Manual and the AMS Personnel Handbook, the following reimbursement procedures shall be adhered to:
 - a. expenses shall be reported within sixty (60) days for reimbursement to occur;
 - b. incidental out-of-pocket expenses incurred may be claimed, with receipts being required for amounts over \$2;
 - c. reasonable laundry and cleaning expenses shall be covered when the business travel is in excess of three (3) consecutive days;
 - d. when available and reasonable, alternatives to taxi transportation (e.g., public transit, Air Porter) are to be utilized;

- e. a modest number of personal telephone calls for a cost of no more than \$5 over three (3) days shall be acceptable.
5. Travel expenditures made in connection with lawsuits or with other legal issues involving the AMS, and travel expenditures made from the External and University Lobbying Fund for university and external lobbying purposes (e.g. CASA conferences) will not count as part of the \$1,500 discretionary maximum allowed in paragraph 1 above. However, those travelling for the purposes mentioned in this paragraph shall still adhere to the expense rules in paragraph 3 above and shall still make reports in accordance with paragraph 8 below.
6. Even if not exceeding their \$1,500 discretionary maximum for the year, anyone seeking to embark on a travel initiative costing more than \$400 (not including attendance at AMICCUS-C, COCA, or the annual national professional development conference for the Executive and the ECSS) must seek permission for the travel initiative from the Executive Committee, and in doing so must answer the following questions:
 - a. What is the nature of the travel?
 - b. What are the goals you hope to achieve from this experience?
 - c. How much will this cost the Society?
7. Anyone seeking authorization from Council to spend more than the \$1,500 discretionary maximum in accordance with paragraph 2 above must provide Council with the answers to the questions listed in paragraph 6 above.
8. In order to receive reimbursement for expenses, the Executive member returning from a conference or other travel shall report to the Executive Committee and AMS Council, providing the following information:
 - a. Information obtained (official documentation is encouraged)
 - b. Evaluation of the conference
 - c. Goals achieved/not achieved (referring to proposal)
 - d. Actual expenditures
9. The General Manager, upon returning from a conference or other travel, shall report to the Executive Committee, providing the information listed in paragraph 8. At its discretion, the Executive Committee may invite the Events Manager to report to it about travel undertaken by the Events Department.