

Number & Title: PC7 - AMS Air Travel and Expenditures Policy

Effective Date:

May 1, 2023

Review Date:

This policy shall be reviewed every three (3) years.

Responsible Body:

Operations Committee

Designated Executives and Staff Members:

AMS VP Admin, AMS AVP Sustainability, Managing Director

Authority:

AMS Code of Procedure Section II, Article 11(1):

“Council may create external and internal policies as well as strategic plans and frameworks.”

Purpose and Goals:

Aviation is one of the fastest growing sources of GHG emissions globally. With the adoption of AMS Net Zero 2025, the AMS is committed to reducing its emissions to 30% of 2019 levels by 2025. This Air Travel Policy ensures employees are travelling with the lowest emissions possible while meeting their professional goals. In doing so, we hope to meet our net zero targets and reduce our overall carbon footprint.

Applicability:

This policy applies to all AMS staff who intend to use air travel for business obligations.

Exclusions:

N/A

Definitions:

Business-Related Air Travel - Travelling by air for AMS work purposes.

CO₂ Emissions - Emissions formed from the combustion of carbon and are considered a greenhouse gas.

Policy:

1. Planning Travel
 - a. Planning for travel should ideally start at least 15 days in advance for any travel and 30 days in advance for international travel in order to obtain the best value and support for the traveller. Travel expenses should be reasonable and appropriate in the circumstances, taking into consideration safety, practicality, and efficiency.

- b. Air travel has a large impact on the environment and increases the AMS's carbon footprint. Before planning any business-related air travel, all AMS employees must go through the Air Travel Decision Tree (see Appendix) to assess the lowest impact option for their trip
 - i. Employees must consider whether virtual presence or video conference can be used. If remote meeting solutions cannot be used, the employee must document the reason as guided by the Air Travel Decision tree.
- c. Employees should only book economy class tickets. Flying business or first class produces additional carbon pollution and requires approval from the Operations Committee.
 - i. Flying business or first class will be considered if work is intended to be conducted during the ride.
- d. Ways to lessen impact with air travel:
 - i. Automate emissions accounting: tracking emissions is essential to measuring progress towards emissions reduction targets. Staff members shall calculate their flight CO₂ emissions at ostromclimate.com/calculate-emissions/ before travelling.
 - ii. Staff should consider using videoconferencing if they are able to attend an event without being physically present.

2. Expenditures

- a. Once the staff member has assessed the option that will produce the lowest amount of carbon emissions while meeting the goals of their trip, proceed with the remaining AMS expenditure policies:
 - i. All air travel must be at the lowest available fare on the shortest route. Preferred seating is only permitted if AMS work is intended to be completed during the flight and the flight has a duration of more than 3 hours.
 - 1. Any other exception to preferred seating or regular economy travel, such as Premium Economy and Business Class, must be pre-approved by the Operations Committee. Typical justifications would include, for example, medical certificates and otherwise would only be considered for flight segments longer than six hours.
 - 2. The Operations Committee shall ensure that appropriate budget funding is available.

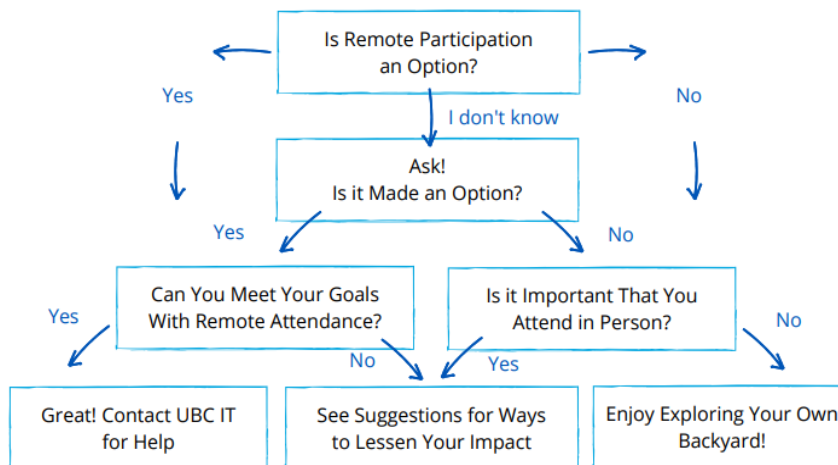
3. Out of Town Air Fares

- a. The AMS pays all airfares (economy class) while on the business of the Society. Confirmation receipts must be attached to expense sheets for the accounting department's reference and reimbursement.
- b. Travel agencies charge a booking fee, so they should be avoided on simple travel arrangements.
- c. Flight times should be scheduled to take advantage of the best prices available online. Prices for different times of day vary widely, so travel should be attempted when fares are lowest (e.g. travelling one hour earlier or later in the day can save a significant amount of money).

- d. Booking at least 2 weeks in advance usually offers the best rates. Last minute flights are to be avoided whenever possible.
- e. Paying extra money for seat selection is not permitted on flights of less than 3 hours. By checking in on-line within 24 hours of the staff member's scheduled flight, available seats can be secured free of charge.
- f. When an individual is flying alone or in pairs, the individual should make the calls or book flights over the Internet.
- g. When a small group of people are flying, co-ordinate the flights among yourselves.
- h. When large groups of people are flying, the Administrative Support person in the executive office will assist with this.
- i. Flights shall be booked on the AMS credit card.

Appendix

Travel Decision-Tree (From [Green Travel at UBC](#))



Decision Aids: Career Stages (From [Green Travel at UBC](#))

Decision Aids

Career Stages

Early	Intermediate	Established
Networking, presentations, and contributions to the field are extremely important.	Networks are solidified, but presentations and contributions to the field remain important.	Expertise is well recognized. Contributions shift to supporting early stage and governance.

How Important is it That You Go

- Where are you in your career?
- Can you engage or learn without travel?
- Is the trip appropriate from a climate justice perspective?
- Is the trip appropriate in light of the climate emergency?

If You Go - Lessen Your Impact

- Is the event close? There may be other travel options, like carpooling.
- Can you combine the trip with other work related activities, or a personal vacation?
- Fly direct, economy class only.