
TRAVEL POLICY

Policy #16

Date: November 22, 2021

Purpose

The purpose of this policy is to provide directors and volunteers with guidance on the authorization and reimbursement of travel and travel related expenses incurred in carrying out necessary business of the Society using their personal vehicle.

Policy

All individuals involved in submitting claims or authorizing claims for reimbursement are required to exercise good judgment to ensure that SIFPS funds are used in a responsible, conservative and reasonable manner and in accordance with this policy and its related procedures.

Expense claims may be related to travel time, travel expenses, accommodations, meals, and/or other associated activities. To be eligible for reimbursement, a travel related activity must be authorized by the appropriate Chief if it relates to a volunteer or by the President if it relates to a SIFPS director. All claims shall be supported by proper receipts.

If a volunteer is reimbursed for expenses incurred carrying out volunteer duties, the reimbursement is not taxable in the hands of the volunteer.

If a volunteer wishes to waive their right to be reimbursed for expenses and instead receive a donation receipt for tax purposes, then an exchange of cheques is encouraged. A properly authorized expense claim should be submitted in accordance with this policy which will be reimbursed, and the volunteer can then use the reimbursement to make a cash donation. A minimum travel claim amount of \$25 is required for this process.

Travel by Personal Vehicle

- a) A volunteer driving their own vehicle while on authorized SIFPS business off island will be paid at a rate of \$0.55 per kilometer. The number of kilometers claimed shall be based on travel from home on Saturna Island directly to the authorized destination and return to Saturna Island. The per kilometer rate is a fully inclusive rate to cover all personal vehicle costs.
- b) Parking fees, if applicable, will be reimbursed. Parking receipts are required.

- c) Ferry costs for a vehicle and driver will be reimbursed with appropriate receipts. Experience card discounts enjoyed by the volunteer should be appropriately reflected in reimbursement claims.

Accommodation

A volunteer requiring overnight accommodation (e.g. attending a training course) should seek approval in advance of travelling. Under normal circumstances, SIFPS will pay for reasonable accommodation expenses.

Meal Expenses

Meal expenses for travel will be paid on a per diem basis as follows:

- a) \$12.75 for breakfast
- b) \$14.75 for lunch
- c) \$25.50 for dinner

Meal expenses for travel on a single day are applicable based on the time of day travelled e.g. if departing on the early morning ferry and returning on the afternoon ferry then breakfast and lunch can be claimed. If returning on the evening ferry then breakfast, lunch and dinner can be claimed.

The rates for meal expenses and mileage are based on Provincial guidelines and will be updated from time to time.

Procedure for Submitting a Travel Expense Claim

A SIFPS expense claim form shall be completed and submitted within 30-days of the incurred expense with supporting receipts, as applicable.

The SIFPS expense claim form shall be dated and signed by both the volunteer claimant and the authorizer (usually either Fire Chief or SIR Chief) and submitted to the bookkeeper for reimbursement.