



Canadian Cartographic Association Association canadienne de cartographie



TRAVEL POLICY

I. GENERAL

It is the policy of the Canadian Cartographic Association (CCA) to reimburse, **but not necessarily in full**, travel expenses of Executive Committee members and volunteer officials of the CCA incurred when attending meetings and participating in CCA business to the extent that the budget allows and that the Officers of the Executive Committee (President, Vice-President, Past-President, Secretary, and Treasurer) approves. This policy also applies to persons who, with Executive Committee approval, represent the CCA in various capacities, e.g. CCA representative to the Canadian National Committee for the International Cartographic Association.

Executive Committee members and officials are encouraged to obtain travel support from other sources such as employers, hosts and granting agencies. When such support is not available, the CCA will provide assistance within policy and budgetary limitations. All travel arrangements must be approved in advance to be eligible for reimbursement.

Effective 13 June 2013, reimbursement of travel expenses is authorized for the following at the rates indicated:

1. **Air Transportation:** The lowest (available) fare may be claimed **with** receipts; first class or executive/business class fares are not authorized. Travel should be planned to take advantage of Advanced Booking Charters, SuperSaver fares, or equivalent rates. These fares usually require a stay over a Saturday night and some may require as many as 30 days advance booking.

Note: Receipts are required for all transportation costs to be reimbursed up to the previously approved limit.

2. Surface Transportation:

- a. The lowest (available) train or bus fare may be claimed **with receipts**; first class or executive/business class fares are not authorized. Travel should be planned to take advantage of reduced fares whenever possible.
- b. Ground transportation costs to and from the airport or the train station, e.g., bus fares or taxi fares, may be claimed **with receipts**. Taxis should be used only when less expensive ground transportation is unavailable. Parking at airports, train or bus stations are not authorized to be reimbursed.
- c. 50 cents per kilometer may be claimed (direct mileage to and from destination) but not to exceed the cost of the lowest airfare.
- d. \$145.00 per day may be claimed with receipts, qualified as follows:
 - i. up to \$100.00/night for accommodations **with receipts**.
 - ii. up to \$45.00/day for meals (breakfast \$10.00, lunch \$15.00 and dinner \$20.00) with receipts.

Note: Receipts are required for all meals to be reimbursed up to the allowable limit. Alcoholic beverages will not be reimbursed.

II. EXECUTIVE COMMITTEE MEETING TRAVEL

Normally, Executive Committee members are required to attend one Executive Committee meeting held in January (usually via telephone) and two held in conjunction with the Annual General Meeting (AGM). In general, the following qualifications will apply to travel expenses associated with these meetings:

1. When attending Executive Committee meetings, accommodations for the night preceding the start of the meeting will be allowed only if travel schedules require that the member arrive the previous evening to be present at the start of the Executive Committee meeting.
2. When and where possible, the host of the Executive Committee meeting will identify accommodations which the per diem rate will mostly cover, e.g., bed and breakfast, student residences and inns. The host will distribute this information to the Executive Committee members who will notify the host of their accommodation requirements. If requested by the members, the host will then book rooms on their behalf.
3. For the Executive Committee meetings held in conjunction with the AGM, the per diem rate will **apply only** for the days on which official Executive Committee meetings (**normally two**) have been scheduled and **will not** apply to ad hoc or extraordinary meetings of the Executive Committee. Rule #1 will still apply in this situation.
4. Travel expenses will be reimbursed as described in Item I (GENERAL) above.
5. Any meal catered by the CCA in conjunction with an Executive Committee meeting will not be applied against the per diem rate.

III. TRAVEL ASSISTANCE TO THE ANNUAL GENERAL MEETING

1. Based upon criteria established by the CCA, it is our intention to ensure that **all CCA members in good standing have equal opportunity to the funding available**.
2. All eligible members must submit a request for travel assistance to the Treasurer no later than the deadline stated on the Travel Assistance Request Form. The Travel Assistance Request Form is generally distributed with the newsletter, Cartouche, or may be obtained by contacting the Treasurer.
3. Priority to funding will be given to those eligible members of the CCA (both regular and student members) who contribute directly to the AGM (speakers, moderators and chairpersons). The grant will be distributed by the CCA Executive Committee according to criteria established by the Association.
4. Travel funding **will not** be advanced.
5. Priority for funding **will** be given to those who have been members in good standing for the CCA for a minimum of 1 year, or for 6 months in the case of students.
6. Eligible transportation expenses include:
 - a. Air transportation as described in Item I (GENERAL).
 - b. Surface transportation as described in Item I (GENERAL).

7. All claims for transportation expenses **must be accompanied by receipts** and submitted to the Treasurer no later than 45 days after the Annual General Meeting. Disbursements will be made shortly thereafter.
8. Requests from CCA Executive Committee Members who are not actively participating in the AGM, **must attend** [sic] the Executive Committee Meeting(s) in order to qualify for travel assistance.
9. Requests from non-CCA members will not be considered,.

The CCA Executive Committee, by their decision, may authorize transportation assistance from the CCA general funds according to the criteria established above.

In all instances, the decision of the Executive Committee regarding disbursement of funds for transportation expenses **will be final**. To expedite disbursement of funds, the Executive Committee may empower the Treasurer to make the final decision.

IV. AUTHORITY

This Travel Policy was approved by the CCA membership on 14 June 2013 and the CCA Executive Committee on 15 June 2013.

Jan Mersey, President, 1995
Clifford H. Wood, President, 2008
Anna Jasiak, President, 2013