



Association of  
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## Travel and Accommodation Policy

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**Date of Last Review/Revision:** January 1, 2023

**Mandated Review:** January 2025

**Policy Authority:** Treasurer

**Associated Documents:** *Travel and Accommodation Procedure*  
*Schedule A: Travel Reimbursement Rates and Receipts*  
*Appendix A: Travel Agency Guidelines*  
*Travel Expense Claim Form*

### 1.0 PREAMBLE

- 1.1 Travel and accommodation are sometimes required by the Association's Leadership Team and Secretariat to conduct Association business.
- 1.2 The Association is committed to providing reasonable, fair and cost-effective travel and accommodation to individuals conducting the Association's business that does not create physical, mental or financial hardship for the individual travelling.

### 2.0 PURPOSE

- 2.1 The purpose of this policy is to provide appropriate and cost-effective management of the travel and accommodation required by the Association's Leadership Team and Secretariat while conducting Association business.

### 3.0 SCOPE

- 3.1 This policy applies to the Association's Leadership Team and the Secretariat.

### 4.0 DEFINITIONS

- 4.1 **Association** means the Association of Canadian Archivists (ACA).
- 4.2 **Extraordinary Travel and Accommodation** means special, unscheduled travel on Association business falling outside the ACA's usual planned and scheduled business meetings and events, such as the Leadership Team's annual planning and priorities meetings and Secretariat travel to provide support during the Association's annual



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conference.

4.3 **Leadership Team** means the members of the Board of Directors and members of Association Committees and Subordinate Bodies.

4.3 **Secretariat** means the Associations' Executive Director and Membership Services Coordinator.

4.4 **Subordinate Bodies** means other internal bodies the Association may create from time to time to achieve its mandate, including but not limited to Special Interest Sections, Student Chapters, task forces and working groups.

4.5 **Virtual Conference Services** means teleconference, videoconference and other similar technologies.

## 5.0 POLICY

5.1 The Leadership Team and Secretariat normally will use less expensive options for conducting ACA business, such as the Association's Virtual Conference Services, rather than travel to attend meetings in person.

5.2 The Association will pay reasonable expenses for travel and accommodation where required to conduct Association business.

5.3 The Leadership Team and Secretariat are expected to travel as inexpensively as possible.

5.4 Extraordinary Travel and Accommodation by the Leadership Team and Secretariat must be approved by a majority of the Association's Board of Directors in advance of the trip.

5.5 All out-of-pocket travel and accommodation expenses paid by the Leadership Team and Secretariat will be reimbursed subject to the submission of expense claims and supported by receipts as set out in *Schedule A*.

5.6 The Association's travel reimbursement rates for use of a personal vehicle and meal allowance are set out in *Schedule A*. For these expenses, receipts are not required to claim the per diem rates.

5.7 All ACA travel will be coordinated through the Secretariat, which will prepay as much of the travel and accommodation as possible for individuals travelling on Association business so that:

5.7.1 The individual is not out of pocket for the largest expenses,

5.7.2 The travel is insured (e.g., flight cancellation, interruption or accident, lost baggage), to protect the Association and traveler, and

5.7.3 In the event of a cancellation, the Association can repurpose any refund for future travel or accommodation.



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- 5.8 The Association uses a travel agency that specializes in serving the Association's travel booking needs so that the Secretariat can:
  - 5.8.1 Initiate the booking of all airfares,
  - 5.8.2 Provide the agency with the travel guidelines set out in *Appendix A* to ensure consistency in travel arrangements for the Leadership Team, and
  - 5.8.3 Direct members of the Leadership Team to contact that agency to book their trip.

## 6.0 ROLES AND RESPONSIBILITIES

### 6.1 General

- 6.1.1 Association members must comply with the Volunteer Code of Conduct when participating in Association business, declaring conflicts of interest, and maintain confidentiality of information belonging to the Association.
- 6.1.2 The Association's Board of Directors, Secretariat and volunteers must comply with the terms of their job descriptions, contracts and/or this policy.
- 6.1.3 The President and Treasurer are responsible to implement and monitor the Travel and Accommodation Policy.

### 6.2 Board of Directors

- 6.2.1 The Treasurer, in consultation with the Secretariat, drafts the following for Board approval:
  - a. *Travel and Accommodation Procedure*,
  - b. *Travel Reimbursement Rates (Schedule A)*,
  - c. *Travel Agency Guideline (Appendix A)*, and
  - d. *Travel Expense Claim Form*.
- 6.2.2 The Treasurer will bring a motion to approve new or amended Travel documentation, rates, or records keeping practices to the Board at the next regular Board meeting.
- 6.2.3 The Board of Directors, through the Board liaisons, oversees and approves the travel and accommodation requests of committees and Subordinate Bodies.
- 6.2.4 The Board of Directors must approve in advance any exceptions to the provisions of this policy, including but not limited to:
  - a. The Travel Reimbursement Rates upon receiving and considering a documented justification for an exception (e.g., an ACA representative attending an overseas or international event with expenses in a foreign currency),
  - b. Extraordinary Travel and Accommodation requests by individuals conducting Association business.



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### **6.3 Leadership Team**

- 6.3.1 When a member of the Leadership Team determines a meeting is required that involves travel and accommodation, that member must first contact their Board liaison to request Board approval, explain why a virtual meeting is not suitable and copy the Secretariat for information.
- 6.3.2 The Leadership Team member, after receiving Board approval, follows the *Travel and Accommodation Procedure*.
- 6.3.3 Leadership Team members must familiarize themselves with the requirements of this policy prior to travelling.

### **6.4 Secretariat**

- 6.4.1 The Secretariat will refer Leadership Team members who are travelling to this policy by making it available in the Leadership Team work area of the ACA Members website.
- 6.4.2 The Secretariat coordinates all Leadership Team travel, accommodation and any other arrangements for a meeting in accordance with the *Travel and Accommodation Procedure*.
- 6.4.3 The Secretariat chooses the designated travel agency to coordinate travel based on that agency's quality of service and cost-effective approaches to booking travel.
- 6.4.4 The Secretariat advises and recommends to the Treasurer changes needed to the documents associated with this policy and develops the *Travel Expense Claim Form* for use by the Association.
- 6.4.5 The Secretariat receives and reviews travel expense claims, paying claims only according to the approved travel reimbursement rates. The Secretariat refers to the Board of Directors, for its review and approval, any exceptions to the standard reimbursement rates.

### **6.5 Association Members**

- 6.5.1 Association members must familiarize themselves with the requirements of this policy prior to travelling.
- 6.5.2 Association, members are encouraged to review this policy to determine whether it meets the travel and accommodation needs of the Association and propose any necessary changes to the Board or the Secretariat.

## **7.0 REPORTING**

- 7.1 Travel and accommodation expenses will be reported to ACA members through the Association's annual audited financial statement.



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## **8.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS**

8.1 The legal and other Association Policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:

- 8.1.1 Association of Canadian Archivists, By-Law No. 1, Article II, and
- 8.1.2 Financial Management Policy.

## **9.0 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY**

9.1 The information and records made and received to administer this policy are subject to the access to information and protection of privacy provisions of Canada's *Personal Information Protection and Electronic Documents Act* and the Association's *Privacy Policy*.

## **10.0 RETENTION AND DISPOSAL OF RECORDS**

10.1 Information and records made and received to administer this policy are evidence of the Association's actions to manage its travel and accommodation arrangements, claims and expenses. Information and records must be retained and disposed of in accordance with a records retention schedule approved by the Association Secretary.

## **11.0 POLICY REVIEW**

11.1 In conjunction with the Association's committee responsible for governance, the committee responsible for financial review will review this policy at least once every two years.

## **12.0 AUTHORITY**

12.1 This policy is administered under the Authority of the Treasurer.

## **13.0 INTERPRETATION**

13.1 Questions of interpretation or application of this policy or its associated documents shall be referred to the Treasurer and the President, who will jointly make a decision, which shall be final.

## **14.0 ASSOCIATED DOCUMENTS**

14.1 The associated documents for this policy are:



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- 14.1.1 *Travel and Accommodation Procedure,*
- 14.1.2 *Schedule A: Travel Reimbursement Rates and Receipts,*
- 14.1.3 *Appendix A: Travel Agency Guidelines, and*
- 14.1.4 *Travel Expense Claim Form.*