



## Travel and Accommodation Procedure

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<b>Policy Authority:</b>	Treasurer
<b>Parent Policy:</b>	<i>Travel and Accommodation Policy</i>

### 1.0 PURPOSE

- 1.1 The purpose of this procedure is to describe the specific steps and persons responsible to coordinate the Association's travel and accommodation arrangements and expense claims.

### 2.0 PROCEDURE

- 2.1 The Leadership Team member provides a list of travelers, including names, contact coordinates (i.e., e-mail address and phone no.), cities of origin, the event dates, start and end times for the event (e.g., Friday from 7:00 pm to Sunday until 12:00 noon) to the Secretariat.
- 2.2 The Secretariat provides a list of meeting attendees to the designated travel agency and provides the agency's contact information to each attendee so that they can make their individual travel arrangements directly with the agency.
- 2.3 The Secretariat receives copies of all travel bookings from the designated travel agency.
- 2.4 The Secretariat books any necessary meeting room(s) and accommodation for the meeting, including any technology or other requirements specific to that meeting.
- 2.5 Meeting attendees submit completed Travel Expense Claim Forms to the Secretariat for reimbursement within 14 days of completing their approved travel.