



Policy #: 0003
Developed: January 2019
Revised: December 10, 2020
Effective Date: January 18, 2021

TRAVEL POLICY

Purpose:

To ensure the effective, efficient and economical use of resources, LLNB will act at all times with the highest standards of integrity, fiscal prudence, accountability, transparency and values and ethics. These fundamental management principles apply to all expenditures.

Scope:

Board members, employees, volunteers, contractors of LLNB (“LLNB personnel”)

Responsible Party:

Executive Director, LLNB

POLICY

LLNB understands that travel is necessary to effectively deliver services to our customers and reimburse LLNB personnel for expenses that are necessarily incurred while they are travelling on LLNB business.

LLNB is committed to ensuring that the expenditure of LLNB funds is properly authorized, supports LLNB objectives and initiatives, and reflects appropriate accountability and transparency standards.

The intent of this policy is to:

- specify the business-related travel expenses that are eligible for reimbursement
- ensure that travel arrangements comply with the standards set out in this policy, to maximize cost savings, provide consistent service standards and pricing, and enhance cost tracking throughout LLNB

All travel must be:

- planned and managed with prudence and integrity
- limited to the minimum number of LLNB personnel needed to meet LLNB’s business need
- avoided where cost efficient alternatives are appropriate and available

Note: Virtual presence, teleconference, video conference and other remote meeting solutions should be considered for every travel situation.

GUIDING PRINCIPLES

All travel expenses must be reviewed according to the following guiding principles:

- be work-related
- be modest and appropriate
- strike a balance among economy, health and safety, and efficiency of operations
- shall best accommodate the individual's needs and LLNB's operational requirements.

Ground Transportation

LLNB personnel may request reimbursement for the following as incurred during LLNB business:

- Vehicle mileage at \$.40/km
- public transportation
- hotel/airport shuttles
- taxi charges
- ferry charges
- bridge, road and tunnel tolls
- parking charges (short term/incidental)

Note: The use of taxis should be confined to short trips in situations where it is not practical or reasonable to use local public or hotel/airport shuttle transportation. The points of departure and destination as well as the nature of the trip must be indicated on receipts or travel claim.

Fines

LLNB will not reimburse parking, traffic or other motor vehicle fines.

Hotels

LLNB personnel must stay overnight, somewhere other than where they reside, in order to attend to LLNB business, their hotel/motel/overnight accommodations will be reimbursed. In New Brunswick quality hotel rooms can generally be found costing less than \$150/night before taxes (except perhaps during peak periods).

It is expected that LLNB personnel will endeavour to find accommodation within this limitation. If no appropriate accommodation can be found under \$150 (before taxes) the LLNB personnel is expected to request 'an exception' in advance from the LLNB Executive Director (or in the case of the Executive Director, the Board President may approve).

Stay with family/friends

Employees on business-related travel who stay overnight with a friend or relative can claim up to \$25 per night without a receipt.

Meal Reimbursement

Meal reimbursement will be paid the applicable meal per diem for each breakfast, lunch and/or dinner consumed while on business-related travel, as listed on the current Expense Claim/Reimbursement Request form.

A meal per diem will not be paid for any meal that is provided as part of a conference or meeting, nor for meals included in the cost of the employee's hotel accommodation. It is also trusted that LLNB personnel will claim only meals that they were not otherwise able to eat at home.

Air travel

Air travel is the accepted method of out of province travel, except where the use of a car is more practical or economical. All fares will be reimbursed at Economy Class with up to one-piece of checked personal luggage reimbursed on travel more than 3 days.

Vehicle Rental

Ground transportation is sometimes required when an LLNB personnel vehicle may not otherwise be available or of a size suitable to the task, or, when renting is more cost effective than using a personal vehicle. In such circumstances, the President of the LLNB Board may authorize vehicle rental. The person renting the vehicle must ensure that appropriate insurance is purchased.

Employees will be reimbursed for:

- rental car expenses
- parking expenses (Note: Receipts are required for fees over \$12).
- fuel used for business-related travel

Note: To maximize cost savings, employees must refuel rental cars before returning, them, or pre-purchase fuel top-up.

