

CFMS Travel Policy

Approved at the Biannual General Meeting
April 30th, 2005 – Updated January 22nd, 2011



1. Who does this policy apply to?

- 1.1. The entirety of this policy applies to all individuals traveling on 'OFFICIAL BUSINESS' of the Canadian Federation of Medical Students including but not limited to:
 - President and Executive Officers
 - Employees
 - Officers
 - Representatives/Delegates to Affiliated Organizations and Committees
 - Any members subsidized in whole or in part by the CFMS
- 1.2. Official Business constitutes any reason for individuals to travel in order to fulfill their duties within their substantive portfolio or assignment. This includes:
 - Internal meetings (BAGM, AGM, Executive Meetings)
 - External meetings (affiliated organizations – IFMSA, CMA, CAIR, etc., task forces, councils, etc)
- 1.3. This policy does not apply to CFMS members traveling to attend meetings on behalf of their medical society (medsoc) or school without subsidy by the CFMS.
- 1.4. Parts of this policy marked with an asterisk (*) apply to individuals traveling as CFMS representatives to affiliated organizations but are funded by a third-party.

2. Approval

- 2.1. All travel must be approved in writing or by electronic mail by the Vice President (VP) Finance or President or designate in advance of making travel arrangements.
- 2.2. Individuals planning to travel for official business must attain approval prior to making travel plans. Travel requests must include a list of anticipated expenses.
- 2.3. Individuals who do not attain approval in advance of undertaking travel or committing financial resources will generally not be reimbursed for travel (discretion given to the VP Finance).
- 2.4. Meeting travel approved within the annual CFMS Budget will be considered approved without a request, unless explicitly communicated otherwise by the VP Finance well in advance of the anticipated travel/meeting. Individuals are expected to keep travel expenses within budgeted amounts.

3. Modes of Transportation

- 3.1. All individuals are expected to utilize the least expensive means of travel to efficiently transport them to their final destination. Fare guidelines:
 - Air Travel*
Best economy class fare with student discounts applied if available.
 - Train Travel*
Best economy class fare with student discounts applied if available.
 - Bus/Ferry*
Best economy class fare with student discounts applied if available.

Automobile

Mileage will be reimbursed at a rate of: \$0.50 per km

- 3.2. Rental cars will be reimbursed only if deemed the most economic and efficient method of transportation and at the discretion of the VP Finance. The CFMS will not be responsible for loss, damage, or liability for vehicle rental by individuals on official business.
- 3.3. The least expensive means of airport to city-centre travel is preferred (shuttles, taxi sharing, etc.).
- 3.4. Individuals are permitted to take taxis to and from meetings. Individuals are encouraged to use public transportation whenever convenient and available.

4. Accommodations

- 4.1. Individuals are expected to take every means to minimize costs incurred for accommodations. Measures include room-sharing, finding less-expensive rates at hotels, and billeting when appropriate.
- 4.2. Individuals on official business for specific meetings are permitted to stay at the hotel accommodating most attendees of the meeting.
- 4.3. Individuals may be reimbursed for the night before the start of an early morning meeting and/or the night of the end of a late-ending meeting.
- 4.4. If accommodations have been made by the CFMS or a third-party, individuals on official business are generally expected to utilize these accommodations.

5. Meals and Incidentals

- 5.1. Executive Officers on official travel will be reimbursed according to the following per diem guidelines (maximum amounts). As per Section 9, original receipts must be provided.

Breakfast	\$15	maximum
Lunch	\$20	maximum
Dinner	\$25	maximum
Incidentals	\$10	maximum

- 5.2. Individuals may not claim for meals if it is otherwise provided for by the CFMS or by a third party.
- 5.3. Reimbursement of meal costs is at the discretion of the VP Finance.
- 5.4. The purchase of alcoholic beverages will not be reimbursed unless organized as part of a larger social function approved in advance by the VP Finance.

6. Business Supplies and Computer Use

- 6.1. Individuals are strongly encouraged to arrange photocopies in advance of travel through the CFMS office (if available) or using the least expensive method in the individual's home centre. Individuals will be reimbursed for reasonable and necessary office expenses while traveling as deemed appropriate by the VP Finance.
- 6.2. Individuals are cautioned to use hotel business centres with care as rates are typically far higher than at outside business centres.
- 6.3. High-speed internet connection rental will generally not be reimbursed unless deemed necessary by the VP Finance. Individuals are expected to access the Internet using low-cost Internet café's or free access as available.

7. Hospitality

- 7.1. Hospitality may be extended to third-parties by the President and the VP Finance for the purposes of business meetings as explicitly budgeted in the Annual Budget.
- 7.2. Other hospitality must be approved in advance by the VP Finance
- 7.3. Alcoholic beverages will not be reimbursed.
- 7.4. Individuals extending hospitality for business purposes must provide a complete list of names and organizations attending the lunch/dinner/hospitality function.

8. International Travel

- 8.1. Visas for international travel will be reimbursed. Passports application fees will not be reimbursed.
- 8.2. Special immunizations and malaria prophylaxis for international travel may be reimbursed if deemed appropriate. Individuals are encouraged to absorb these costs if possible.

9. Responsibilities

- 9.1. Individuals travelling on official business are expected to remember that they are representing the CFMS and all member schools' Canadian medical students. At all times, CFMS representatives are expected to maintain a level of decorum and professional behaviour in all aspects.
- 9.2. Notice of cancellations of travel and accommodations must be given with timely notice. Once an individual becomes aware that he/she will not be able to fulfill his/her commitments, he/she should immediately let the following individuals know:
 - his/her direct supervisor,
 - VP Finance,
 - Office Manager.
- 9.3. Individuals receiving CFMS travel and accommodation funding are expected to book their travel minimally 2-3 weeks ahead of time to minimize costs. All travel costs incurred should be comparable to reasonable costs of similar trips involving the originating and final destinations. Anybody unable to book within this time period should notify the VP Finance and Office Manager.
- 9.4. If an individual fails to fulfill his/her duties in accordance with acceptance of the travel or accommodation funds, the CFMS may withdraw approval for partial or total funding.

Procedures

10 Documentation

- 10.1 Original receipts are REQUIRED for the reimbursement of transportation (except mileage), accommodations, meals, incidentals, taxis, business expenses, and hospitality. Travel expenses without receipts will not be reimbursed.
 - For air travel, original invoice and photocopies of boarding passes (at least one leg) are required.
- 10.2 All expense claims must be covered by an official CFMS Expense Claim form and ink-signed.
- 10.3 All expense claims must be mailed or hand delivered in their entirety to the VP Finance or the CFMS Office. If a request must be processed immediately, scanned copies or fax copies may be accepted at the discretion of the VP Finance. Originals must follow by mail.

- 10.4 Travel claims for international travel must contain a detailed breakdown of all expenses and include original receipts (or photocopies of bank statements) showing rates for currency exchange. Receipts giving amounts in foreign currencies must be converted into Canadian dollars using the actual rates paid.
- 10.5 The CFMS will not be responsible for lost or stolen traveler's cheques or cash.
- 10.6 Individuals filing expense claims are expected to retain photocopies of the claim for their own records.

11 Timing

- 11.1 All expense claims must be filed with the VP Finance within 30 days of return from travel (post-mark). Late expense claims may not be processed. Expense claims at year-end must be received no later than June 23 annually.

12 Updates

- 12.1 In order to ensure that individuals working on behalf of the CFMS are appropriately compensated, this document (especially but not only those sections containing stated costs (Sections 3.1 and 5.1)) should be reviewed by the CFMS Finance Committee on an annual basis to ensure fairness. These meetings and any changes subsequently passed by the CFMS Executive should ideally be held before the Spring General Meeting in order to match the bulk of travel costs ahead of that meeting and the ones in the following months.

13 Disputes

- 13.1 In the event of a dispute regarding travel reimbursement, a claimant shall have 14 days to provide written notice of his/her request and reasons for the dispute after he/she has been informed of a rejected or modified claim.
- 13.2 The matter will then be brought forward to the CFMS Finance Committee and to the attention of the President, who will investigate the dispute and come to a decision regarding the claim.
- 13.3 Any decisions made by the committee will be binding on all parties, relying on precedent as it exists.

Approved by the CFMS Executive, April 28, 2005

Ratified and approved by the CFMS at its Biannual General Meeting, April 30, 2005.

Updated by the CFMS Executive, January 22, 2012