

JULY 2024

TRAVEL REIMBURSEMENT FOR MEMBERS



SASKATCHEWAN
TEACHERS'
FEDERATION



SASKATCHEWAN
TEACHERS'
F E D E R A T I O N

Head Office
2317 Arlington Avenue, Saskatoon SK S7J 2H8
T: 306-373-1660 or 1-800-667-7762 **F:** 306-374-1122 **E:** stf@stf.sk.ca

Arbos Centre for Learning
2311 Arlington Avenue, Saskatoon SK

www.stf.sk.ca @    @SaskTeachersFed

TABLE OF CONTENTS

PURPOSE.....	1
GENERAL TRAVEL GUIDELINES.....	1
1. Business Travel.....	1
2. Approval in Advance.....	1
3. Vacation in Conjunction With Business Travel.....	1
4. Spouse or Other Dependant Expenses.....	1
5. Approval for Exceptions to the Guidelines.....	2
GUIDELINES FOR LEAVE FOR OFFICIALS.....	2
1. Leave for Officials.....	2
2. Additional Leave for Travel Time.....	2
ROLES AND RESPONSIBILITIES.....	2
REIMBURSEMENT PROCESS.....	3
NON-REIMBURSABLE ITEMS.....	4
ACCOMMODATION: HOTEL OR MOTEL (IN PROVINCE).....	5
ACCOMMODATION: HOTEL OR MOTEL (OUT OF PROVINCE).....	6
ACCOMMODATION: PRIVATE RESIDENCE.....	7
DEPENDANT CARE AND ELDER CARE.....	7
MEALS.....	8
TRANSPORTATION: AIR.....	9
TRANSPORTATION: GROUND.....	10
TRANSPORTATION: PARKING.....	11
TRANSPORTATION: PERSONAL VEHICLE.....	11
TRANSPORTATION: RENTAL VEHICLE.....	12
MISCELLANEOUS EXPENSES.....	12
COUNCIL EXPENSES: ACCOMMODATION.....	13
COUNCIL EXPENSES: MEALS.....	14
COUNCIL EXPENSES: PER DIEM.....	14
COUNCIL EXPENSES: TAXI OR RIDE SHARES.....	14

PURPOSE

The Travel Reimbursement for Members program aims to achieve the following two key objectives:

1. **Facilitate Member Involvement:** The program provides an organized approach for Federation members to participate in professional organization activities. Reimbursing approved business travel expenses encourages active engagement.
2. **Financial Prudence:** While supporting member participation, the program emphasizes responsible financial management. It ensures that expenses are reasonable and aligned with organizational goals.

This policy applies to the following individuals:

1. **Appointed or Elected Members:** Those carrying out Federation responsibilities related to professional organization involvement.
2. **Members Attending STF-Sponsored Events:** Individuals participating in events organized by the Federation.
3. **Others Designated by the Executive Director:** Additional individuals as specified by the Executive Director.

By communicating these points clearly, we can enhance understanding and compliance with the program.

GENERAL TRAVEL GUIDELINES

1. Business Travel

Members do not require advance approval for ongoing reasonable and actual business travel associated with their appointed positions.

2. Approval in Advance

a. STF General Operations

Approval by the STF Executive is necessary for members to act as an STF delegate at out-of-province professional development delegation and conference events.

b. Boards and Committees

Members serving on standing or ad hoc boards or committees established by the Federation need prior approval from their respective board to attend professional development delegation or conference events.

c. Expense Advances

Cash advances for business travel may be required. All advances must be approved by the Managing Director, Member Experiences and Operations or designate. Advances will be issued no earlier than one week before the member's departure date and will be deducted from the next submitted expense report.

3. Vacation in Conjunction With Business Travel

When vacation time is added to a business trip, any cost variance in airfare, car rental, accommodation or related costs is the responsibility of the member. The STF will not prepay personal costs for later reimbursement. Weekends, holidays and unnecessary layover days count as business days only if they fall between business travel days. Reimbursement is not provided for additional days if they are at the beginning or end of a member's business activity and the member arrives early or remains at the business destination for non-business reasons. Members are expected to arrive at the business destination on the day before the business activity start date. Business expenses cover the immediately preceding day and any other days required to reach the business destination by conventional means of travel. Days beyond normal business activity days added to a business trip must be covered personally by the member.

4. Spouse or Other Dependant Expenses

Additional travel costs for a spouse, family member(s) and/or traveling companion will not be reimbursed unless they have a bona fide STF purpose and receive advance approval from the Managing Director, Member Experiences and Operations or designate.

5. Approval for Exceptions to the Guidelines

Requests for exceptions to policies and guidelines must be made in writing in advance of an event and approved by the Managing Director, Member Experiences and Operations or designate. In cases where obtaining advance approval is impractical, members should request verbal approval and provide a written explanation of the exception request on the expense claim form.

GUIDELINES FOR LEAVE FOR OFFICIALS

1. Leave for Officials

- Members of the Federation who hold positions on STF boards or committees, or are elected to the STF Executive or local association offices, are responsible for arranging leave with their employers.
- This leave is governed by Article 12.3 of the 2019-2023 *Provincial Collective Bargaining Agreement*.
- Leave for officials may be requested by the Federation on behalf of teachers to participate in events, committees, focus groups, etc. Letters of request are sent to the directors of education by the Executive Director or designate to request leave stating that if it is necessary to employ a substitute teacher, the Federation will reimburse the employing school division for substitute costs. The Federation will only pay substitute teacher rates as per local collective agreements when the services of a substitute teacher are required.
- The Federation reimburses employing school divisions for substitute costs when a substitute teacher is required due to official leave.
- Reimbursement includes employer contributions for Employment Insurance and the Canada Pension Plan.
- Eligible events include meetings of Council, committees, local association leadership development, boards, focus groups, facilitators and other STF-sponsored activities.
- Substitute salaries are not reimbursed for those members attending events and activities, such as workshops, for which member attendance or participation is not required or expected or where there is no official appointment.

2. Additional Leave for Travel Time

The following applies to members traveling to meetings or events:

- An additional full day of substitute costs will be reimbursed to an employing school division for a member travelling to a meeting or event who has to leave their residence before 12 p.m. the day preceding the meeting or event in order to arrive at the site by 7 p.m.
- An additional half day of substitute costs will be reimbursed to an employing school division for a member travelling to a meeting or event who has to leave their residence between 12 p.m. and 3:30 p.m. the day preceding the meeting or event in order to arrive at the site by 7 p.m.

ROLES AND RESPONSIBILITIES

Council approves the annual general fund budget and the per diem for councillors attending meetings of the Council.

The **Executive** submits to Council the proposed STF annual general fund budget as well as the proposed per diem rate for councillors attending meetings of Council. The Executive also approves and reviews as needed the Executive policies related to the participation or attendance and reimbursement of Executive members and delegates at professional development opportunities, conferences, forums and other official events including setting the Federation mileage rate on the recommendation of the Budget, Finance and Audit Committee.

The **Boards** approve and review as needed the respective board's policies for the participation or attendance of board members at professional development opportunities, conferences, forums and other official events related to the benefit plan.

The **Executive Director** or designate approves and reviews as needed the operational policies and guidelines for the Travel Reimbursement for Members program while providing overall administration of the Travel Reimbursement for Members program in accordance with the policies and guidelines as well as the annual General Fund budget. The Executive Director or

designate authorizes, in keeping with the parameters of the STF annual General Fund budget and the overall intent of the Travel Reimbursement for Members program, exceptional reimbursements due to special circumstances or unusual situations not specifically addressed by the program and approves the Federation travel reimbursement rates, other than the mileage rate, on the recommendation of the Business Administration and Procurement Manager and the Managing Director, Member Experiences and Operations.

The Managing Director, Member Experiences and Operations:

- Provides ongoing revisions and updates to the Travel Reimbursement for Members program.
- Communicates all changes to the Travel Reimbursement for Members program with staff to relay to STF boards and committees.
- Prepares an annual letter to directors of education regarding invoicing the Federation for substitute costs.
- Tracks members' need for substitute coverage.
- Works with Business Services to ensure expense forms are reviewed and updated as necessary.
- Coordinates periodic reviews of the administration of the Travel Reimbursement for Members policy and program.
- Submits recommended changes of the travel reimbursement rates, administrative policies and guidelines for the Travel Reimbursement for Members program for review and approval as needed.

The **Business Administration and Procurement Manager** negotiates annual STF hotel rates, determines if there is a preferred hotel rate and updates staff regarding changes to the preferred hotel rate.

The **STF Travel Coordinators** arrange all bus charters or charter flights.

The **Members** of the Federation, upon confirmation of appointment to an STF board or committee or election as a member of the STF Executive or office in a local association, are responsible to arrange for leave for officials as per Article 12 of the 2019-2023 *Provincial Collective Bargaining Agreement* with their employers, to communicate their need to the Federation and to provide receipts as required with their request for reimbursement.

The **Administrative Support Staff** negotiate facility bookings (i.e., room rental, accommodation rates) for all Federation-sponsored functions.

REIMBURSEMENT PROCESS

1. **Expense Forms Availability:** Expense forms for meetings, workshops, conferences and other events will either be provided at the event/meeting or emailed to participants as needed.
2. **Submission Process:**
 - Complete the expense form.
 - Attach the relevant receipts.
 - Submit both the form and receipts to the Federation for reimbursement.
 - Faxed, mailed and emailed expense forms are accepted.
3. **Timely Submission:** Expense claims and accompanying receipts must be submitted within **30 days** of the expense.
4. **Processing Time:** Once approved, expense claims are typically processed within **two weeks** of receipt.
5. **Inquiries:**
 - For any inquiries related to Federation-related business travel, hotel arrangements or other needs, please contact us at stf@stf.sk.ca.
 - If you have questions specifically about the travel reimbursement program, reach out to the Managing Director, Member Experiences and Operations at the same email address.
 - Members encountering difficulties with any aspect of the travel reimbursement process are encouraged to seek assistance from the Managing Director, Member Experiences and Operations.

NON-REIMBURSABLE ITEMS

Below, but not limited to, are expense items that will not be reimbursed:

- In-room pay-per-view channels or movies
- Personal grooming services (i.e., barbers, hairdressers, manicurists, etc.)
- Car washes
- Personal clothing
- Gym and recreational fees, including massages and saunas
- Alcoholic beverages
- Books
- Theatre, sporting events or other related events
- Upgrades (i.e., air, hotel, car rental)
- Personal toiletries
- Parking tickets or traffic violations
- Automobile liability insurance
- Personal entertainment expenses including in-flight movies, headsets, gym facilities, in-theatre movies, etc.
- Personal items lost in a break and enter
- Roadside assistance
- Social events (i.e., golf green fees when not included as an all-inclusive conference/seminar registration package fee)
- Valet services
- Spousal expenses
- ATM, credit card or debit card fees

ACCOMMODATION: HOTEL OR MOTEL (IN PROVINCE)

MAXIMUM REIMBURSEMENT

\$166/night plus taxes and destination marketing fee

RECEIPT REQUIRED ✓

EXCEPTIONS

1) **Negotiated Group**

Rate Reimbursement:

When an event is held at a hotel and the negotiated group rate exceeds the maximum reimbursement, the organization will reimburse at the higher rate at the host hotel.

2) **Members are**

responsible for paying hotel costs above the maximum approved rate if they fail to reserve a room before the release date of the room block unless there are exceptional circumstances which have been approved.

3) **Receipts Requirement:**

Receipts are required for reimbursement unless direct billing arrangements were made by an authorized staff member.

4) **Claimants are**

responsible for notifying the appropriate STF employee and/or the hotel within the required cancellation deadline if a reservation is no longer needed.

1. **Reimbursement for Overnight Accommodation:** Overnight accommodation will be reimbursed only if the member's residence is 45 km or more from the event location.
2. **Accommodation Before an Event:** If members need to leave their residence before 8 a.m. on the day of the activity to arrive on time for the event, accommodation the evening before the event will be reimbursed.
3. **Accommodation After an Event:** Accommodation the evening of an event will be reimbursed if the member will not arrive home before 9 p.m. upon leaving at the conclusion of the event.
4. **Standard Single Room Rates:** Reimbursement will be provided for standard single room rates of actual and reasonable expenses up to the annually approved maximum rate set by the STF. Reimbursement for room rates other than standard single room rates will be provided only if single rooms are not available.
5. **Preferred Hotel or Motel Rates:** The STF has negotiated rates with hotels in [Prince Albert](#), [Regina](#) and [Saskatoon](#); however, members are free to select any hotel. If the rate exceeds the STF's maximum reimbursement, the difference will be at the member's expense. Negotiated rates are subject to taxes and destination marketing fees, and additional charges (e.g., parking) may apply depending on the hotel.
6. **Direct Billing to the STF by Hotel or Motel:**
 - Direct billing arrangements for members can be made for blocks of rooms during meetings of Council, Executive members, facilitators, and keynote speakers for Federation events.
 - An authorized Federation staff member must arrange for direct billing and hotels must have a list of authorized employees for this purpose.
 - Members may have billing arranged for room, tax and parking.
7. **Late Arrival Guarantee:** To avoid assumptions of a no-show, inform the hotel or motel of the approximate check-in time when a late arrival is expected. Notification can be provided at the time of booking or anytime before the date of arrival.
8. **Cancellation or No-Show Charges:** Reimbursement will not be paid for room charges incurred due to the following reasons unless exceptional circumstances are approved:
 - The claimant did not cancel the reservation before the cancellation deadline.
 - The claimant did not contact the STF to inform about the cancellation.
 - The claimant did not cancel the reservation and did not check in.
 - If the STF is charged under a group booking for any of the above circumstances, the member will be required to reimburse the STF unless exceptional circumstances are approved.

ACCOMMODATION: HOTEL OR MOTEL (OUT OF PROVINCE)

MAXIMUM REIMBURSEMENT

Actual and reasonable

RECEIPT REQUIRED ✓

EXCEPTIONS

1) Group Block Rate

Reimbursement: If an event is hosted by a hotel and the group block rate exceeds the maximum reimbursement, the Federation will reimburse at the higher rate.

2) Room Rate Flexibility:

Reimbursement for room rates other than standard single room rates will be provided if single rooms are not available.

3) Member Responsibility:

Members are responsible for paying any hotel costs above the maximum approved rate if they fail to book a room prior to the release date for the block of rooms unless there are exceptional circumstances.

1. Travel Within North America

- Rates will be applied in USD.
- For travel outside North America, rates are based on the National Joint Council guidelines for the specific country where expenses are incurred.
- Members are encouraged to choose accommodations with suitable standards and reasonable rates based on the geographical location.
- Reimbursement is based on single occupancy accommodation. If a member is accompanied by anyone, any additional cost is their responsibility.
- When a conference or convention is held at a hotel, daily reimbursement will be the maximum of the conference/convention rate.
- If there is no conference or convention rate, the guideline used will be the daily reimbursement for a standard room.
- Accommodation the evening before and/or after an event will be reimbursed to ensure full participation.
- Accommodation will be reimbursed for the night if the event's conclusion prevents a reasonable return home.

2. Late Arrival Guarantee

- Inform the hotel or motel of your approximate check-in time to avoid a no-show assumption and prevent the room from being sold to someone else.

3. Cancellation or No-Show Charges

- Reimbursement will not be paid for room charges if the claimant did not:
 - Cancel the reservation before the cancellation deadline.
 - Inform the STF of the cancellation.
 - Cancel the reservation and did not check in.
- If the STF is charged for a group booking under these circumstances, the member must reimburse the STF unless exceptional circumstances apply.

4. Direct Billing to the STF by Hotel or Motel

- Direct billing isn't applicable outside the province.
- The Federation may arrange direct billing under special circumstances or prepayment of the room if direct billing isn't available.
- Member requests should be directed to the Federation.

Remember that these guidelines are subject to specific policies and exceptions, so it's essential to consult with the Managing Director, Member Experiences and Operations or designate for exceptional circumstances. If you have any further questions, feel free to ask.

ACCOMMODATION: PRIVATE RESIDENCE

MAXIMUM REIMBURSEMENT

In province: \$25/night

Out of province but within North America: \$40/night (for travel outside of Canada, applied in USD).

Outside of North America: as per National Joint Council for that country.

RECEIPT REQUIRED ✕

General Rule

Reimbursement for hotel or motel room rates will apply to reimbursement for private residences.

DEPENDANT CARE AND ELDER CARE

MAXIMUM REIMBURSEMENT

Actual and reasonable up to \$150/24-hour period (\$10/hour).

RECEIPT REQUIRED ✕

Verification may be required from the dependant or elder care providers.

1. Only costs that are in addition to normal care costs that the member incurred while travelling on STF business are eligible for reimbursement.
2. **Dependant Care:**
 - Situations beyond the definition of child care may be eligible for exceptional circumstances approval by the Managing Director, Member Experiences and Operations on a case-by-case basis.
 - Dependant care expenses will be reimbursed based on STF Policy 4.4.6 (General Financial Matters).
 - A dependant is defined as any natural child, adopted child, stepchild, or other child (guardianship in fact or in law) for whom the member provides financial support for life necessities. The child must be:
 - Under the age of 16; or
 - Dependent on the member due to a physical or mental disability.
3. **Elder Care:**
 - An elder is an aging family member who requires a caregiver due to a long-term health condition or physical limitation.
 - Elder care refers to unpaid assistance provided by the member to an elder because of their long-term health condition or physical limitation.
 - A caregiver is someone who provides unpaid assistance to an individual with a long-term health condition or physical limitation.

MEALS

MAXIMUM REIMBURSEMENT

Actual and reasonable including taxes and tips as follows:

Breakfast: \$19.30

Lunch \$19.30

Supper \$46.40 (effective July 1, 2024)

Within North America (USA):
Rates will be applied in USD.

Outside of North America:
follow the National Joint Council rate for the specific country where the expenses were incurred.

RECEIPT REQUIRED ✓

Original detailed receipts are required. Credit card and hotel receipts with only total meal costs are not acceptable.

- 1. General Rule**
Reimbursement for meal costs during STF business travel is provided if the travel occurs during regular mealtimes.
- 2. Grocery Expenses**
In place of restaurant expenses, reimbursement is allowed for actual and reasonable grocery costs up to the approved meal allowance rates.
- 3. Supper Reimbursement**
If travel after an event won't guarantee arrival home before 7 p.m., supper expenses will be reimbursed.
- 4. Self-Claiming**
Members must claim their own meal expenses.
- 5. Social Activities and Banquets**
Optional social activities or banquet expenses must be pre-approved. If a meal is included in the package cost, no additional reimbursement will be provided.
- 6. Provided Meals**
Meals provided at paid conferences, banquets and related events won't be separately reimbursed even if additional costs are incurred.
- 7. Alcohol Claims**
Claims for alcoholic beverages are not reimbursed.
- 8. Annual Rate Review**
Rates are reviewed annually or as economic conditions require.
- 9. Explanation for High Claims**
An explanation is needed for claims exceeding the maximum approved rate.

TRANSPORTATION: AIR

MAXIMUM REIMBURSEMENT

The least expensive and most reasonable economy airfare as per STF business travel parameters that includes seat selection, one checked bag, refundable ticket where applicable.

RECEIPT REQUIRED

Not applicable

1. Flight Arrangements

- All **approved** flight arrangements for official STF business travel must be made through the STF.
- Upgrades require advance approval from the Managing Director, Member Experiences and Operations or designate.

2. Travel Provider

- Approved travel will be arranged through the STF corporate travel provider Direct Travel.
- Members are encouraged to download the Direct2U app from Direct Travel to stay informed about travel communications.

3. Flight Changes

As a general guideline, the STF will not pay for flight changes once flights are booked unless there is an approved business, health or family-related circumstance.

4. Business Air Travel Credits

- Travel credits from cancelled flights for members unable to travel due to exceptional circumstances must be used for STF business travel only.
- Travel credits may be used by any Federation employee or member if the transfer is permitted by the airline.
- Change fees incurred will be paid for by the STF.

5. Business Air Travel Cancellation Insurance

- The Federation recommends cancellation insurance be purchased for all international (United States and Mexico included) flights. The Federation, as a general guideline, will not pay the cost of air travel cancellation insurance premiums, unless approved by the Managing Director, Member Experiences and Operations or designate, for non-intercontinental flights. The Federation will pay the cost of air travel cancellation insurance premiums for intercontinental flights. Air travel cancellation insurance premiums vary depending on the cancellation fee on the ticket prior to departure as well as the length of the journey and the age of the passenger. Insurance can be arranged for all fare types that have a cancellation penalty whether it is for domestic, transborder or international travel.
- Members must contact the travel agency or insurance supplier immediately when an emergency occurs pertaining to their cancellation insurance coverage.

6. Frequent Flyer and Travel Supplier Rewards Programs

- All air travel must be booked and paid for by the STF.
- Members may participate in frequent flyer and rewards programs; however, they must not alter cost-effective travel plans, bypass the STF for booking or the selected travel agency or any preferred suppliers to accumulate additional points, rewards or benefits.
- The Federation will not reimburse for tickets purchased with personal frequent flyer points, rewards programs or outside the STF travel vendor.

7. **Compensation for Lost Items, Luggage or Member Inconvenience**
 - Members will not be reimbursed by the STF for personal items lost while travelling on business. The airline is responsible for retrieving lost items and compensating for personal loss.
 - Airline compensation for lost luggage or traveller inconvenience due to circumstances beyond the member's control (e.g., overbooking resulting in flight delays) may be kept by the member.
8. **Excess Baggage**
 - The STF will not reimburse for excess baggage charges above one bag of checked luggage except for exceptional business circumstances as approved by the Managing Director, Member Experiences and Operations or designate.
9. **Travel for Family Members**
 - If accompanied by a family member(s) while travelling on business, the STF will consider booking the personal flight(s) at the same time as the member's flight. The business flight will be paid for by the STF and the personal flight(s) must be paid for on the member's personal credit card at the time of booking. Any changes, cancellations, etc. after that time are the responsibility of the member.

TRANSPORTATION: GROUND

MAXIMUM REIMBURSEMENT

Actual and reasonable

Only reimbursed if costs compare favourably with other standard options (i.e., personal vehicle or plane).

Travel outside Canada will be applied in USD.

RECEIPT REQUIRED ✓

The guideline is to select the most economical option while considering time efficiency.

1. **Travel to Meeting Location Via Public Transport**
 - Bus and train travel will be reimbursed for actual costs. The reimbursement is capped at the maximum amount that would be provided if conventional means of transportation were used. For example, if you choose bus transportation over a personal vehicle, you will be reimbursed up to the maximum kilometre reimbursement for a personal vehicle.
 - Any transportation costs exceeding the reimbursement for conventional means require advance approval as an exceptional circumstance by the Managing Director, Member Experiences and Operations or designate.
2. **Travel While at Meeting Location – Public Transport**

Reimbursement will be provided for actual and reasonable costs associated with in-city transit for business purposes if this cost is comparable to other modes of transportation.
3. **Bus Charters**

All charters must be booked through the STF.
4. **Taxi and Ride-Share Fares, Hotel or Airport Shuttles**

Reimbursement will be provided for actual and reasonable costs of taxi, Uber or shuttle fares if they are comparable to other available modes of transportation; for instance, using a taxi from the airport to the hotel instead of a hotel shuttle.

TRANSPORTATION: PARKING

MAXIMUM REIMBURSEMENT

Actual with receipt(s)
\$10 without receipt

RECEIPT REQUIRED ✓

EXCEPTION

Hotel parking costs will not be reimbursed if parking is included in the room rate.

General Rule

Reimbursement will be provided for actual and reasonable costs for parking including hotel parking, parking of a rental or personal vehicle at conference venue and overnight parking at airports.

TRANSPORTATION: PERSONAL VEHICLE

MAXIMUM REIMBURSEMENT

Actual and Reasonable

\$.60/km

An additional \$0.04/km for northern mileage allowance for travel north of the 54th parallel. For reference, the following locations act as markers along the parallel:

Loon Lake
Meadow Lake
Big River
Waskesiu
Timber Bay
Candle Lake
Narrow Hills
Cumberland House

RECEIPT REQUIRED ✗

Members are encouraged to travel together when possible.

1. Within Saskatchewan

- Includes all individuals participating in Federation affairs approved by the Executive Director or designate.
- Mileage reimbursement is based on the round-trip distance between the member's residence or home office and the meeting venue.
- Additional mileage claims require further explanation.
- Reimbursement is also provided for actual and reasonable mileage between the meeting location and the participant's hotel or private residence.

2. Out of Province

- Reimbursement includes reasonable and actual mileage and other related expenses (e.g., meals).
- Maximum total cost includes the most economical airfare, usual travel costs to and from airports and expected accommodation and meal expenses at the venue.
- The maximum mileage reimbursement should not exceed the cost of an airfare to the same destination.
- Reimbursement is provided for actual and reasonable mileage between the event and accommodation.

3. Vehicle Operating Costs and Roadside Assistance

- STF-approved kilometre reimbursement rate covers all vehicle operating costs (insurance, fuel, maintenance, etc.).
- No reimbursement for roadside assistance during business travel.

4. Automobile Package Policies

- Members are responsible for automobile liability insurance costs when using their personally owned vehicles for STF business.
- In case of an accident, the vehicle owner is responsible for meeting damage claims from passengers and others involved.

TRANSPORTATION: RENTAL VEHICLE

MAXIMUM REIMBURSEMENT

Actual and reasonable

RECEIPT REQUIRED ✓

Vehicle rentals must be reserved through the Federation using our preferred vendor Direct Travel.

1. Reservation and Selection

- Vehicle rentals must be reserved through the Federation using our preferred vendor **Direct Travel**.
- The most economical provider and the most suitable vehicle for specific business travel will be selected.

2. Refueling and Reporting

- Vehicles must be refueled before returning to the rental company unless an exception is noted.
- Any actual or alleged accident or damage to the rental vehicle should be reported immediately to both the rental company and the Federation including any photos of the damage.

3. Reimbursement for Rental Vehicles

- When using a rental vehicle instead of conventional means of transportation for business purposes, reimbursement will be provided for actual costs.
- The maximum reimbursement will match what would be provided for personal vehicle business kilometre reimbursement.
- Reimbursement for rental costs exceeding the conventional means of transportation requires advance approval by the Managing Director, Member Experiences and Operations or designate as an exceptional circumstance.

4. Special Consideration

- Individuals conducting business within Saskatchewan, especially in areas with challenging road conditions (e.g., northern Saskatchewan), may request authorization for rental vehicles from the Managing Director, Member Experiences and Operations or designate.

MISCELLANEOUS EXPENSES

MAXIMUM REIMBURSEMENT

Actual and reasonable

Refer to each miscellaneous expense for specific reimbursement rates.

RECEIPT REQUIRED ✓

1. Companion

Expenses incurred by a member's companion **are not reimbursable** except on occasions of formal representation or protocol. Advance approval of the Managing Director, Member Experiences and Operations or designate is required unless coverage for reimbursement is specified in an STF policy.

2. Gratuities

Necessary tips for service provided. For travel outside of Canada, reimbursement applied in USD.

3. Inoculations

Inoculations required for travel to foreign countries for business purposes will be reimbursed when deemed necessary by the World Health Organization.

4. Laundry and Dry Cleaning

- For travel outside of Canada, reimbursement will be applied in USD.
- Reimbursement will be provided if the claimant is away for more than three consecutive nights on business.
- Reimbursement will not be provided for laundry or dry cleaning services provided in the claimant's city or town of residence.

5. Passports or Visa

Processing fees for passport and visa documentation will be reimbursed for out-of-country business travel.

6. Pet Care

- Kennelling costs **up to \$15/24-hour period regardless of number of pets.**
- Reimbursement covers only costs beyond the normal pet care expenses the member would have incurred if not traveling on STF business.
- The pet care provider may be contacted for verification.

7. Wi-Fi

- Reimbursement will be provided if it is required to perform STF business and is not included in accommodation rates or venue packages.
- Outside of Canada, but within North America, reimbursement will be applied in USD.

COUNCIL EXPENSES: ACCOMMODATION

MAXIMUM REIMBURSEMENT

\$166/night plus taxes and destination marketing fee

Reimbursement will be provided at the negotiated rate at the host hotel for the meeting unless the host hotel does not have available rooms at the negotiated rate.

RECEIPT REQUIRED ✓

1. Councillors Living 25 km or Less From Council Venue

- Councillors will be reimbursed for overnight accommodation if they stay at the host hotel.
- Accommodation at any other hotel will **not be reimbursed.**
- Councillors who do not stay at the host hotel are eligible to have taxi services or rideshares reimbursed if they live within 25 km of the Council venue.

2. Councillors Living 25 km or More From Council Venue

- Councillors will be reimbursed for overnight accommodation either at the host hotel or another hotel.

COUNCIL EXPENSES: MEALS

MAXIMUM REIMBURSEMENT

Actual and reasonable including taxes and tips as follows:

Breakfast: \$19.30

Lunch \$19.30

Supper \$46.40

RECEIPT REQUIRED ✓

1. Meals Before Council Starts

- Councillors may claim actual and reasonable reimbursement for meals consumed while traveling from their residence to the Council location.
- The claim is based on the reasonable expectation that travel would require meal consumption during the usual mealtimes.
- Meal reimbursement is categorized by the kilometre distance from residence to the Council site for an arrival before 7 p.m.:
 - 0 to 300 km: One meal (supper)
 - 301 to 600 km: Two meals (lunch and supper)
 - 601 km or more: Three meals (breakfast, lunch and supper)

2. Last Day of Council

- Reimbursement for all meals on the last day of Council is provided through the per diem.
- Meals provided by the Federation are not reimbursed.

COUNCIL EXPENSES: PER DIEM

MAXIMUM REIMBURSEMENT

\$47/day

Approved by Council annually for the following year.

RECEIPT REQUIRED ✗

1. Purpose of Per Diem

The per diem is intended to provide reimbursement to councillors for the cost of meals and related incidentals.

2. Payment

- Councillors and non-staff supporting Council receive a per diem for each official day of Council they attend.
- Currently, a per diem is paid for a maximum of three days for the Annual Meeting of Council and a maximum of two days for the Councillor Conference.
- The per diem aligns with 100 percent of the supper rate (rounded up to the nearest \$1).

COUNCIL EXPENSES: TAXI OR RIDE SHARES

MAXIMUM REIMBURSEMENT

Actual and reasonable

RECEIPT REQUIRED ✓

1. General Rule

Reimbursement will be provided to councillors who are not provided with accommodation and live within 25 km of the Council site.