

		Draft
EFFECTIVE DATE: 04-29-2013 REVISED DATE: 04-29-2013 REVIEWED BY: CCGA BOD	OPERATIONS	
	Travel	

PURPOSE:

This procedure establishes the guidelines to be followed when travelling while carrying out authorized CCGA activities.

SCOPE:

The scope of this policy is to ensure that all employees and volunteers are informed as to the application of this policy.

PERSONNEL:

All employees
 All Volunteers

EQUIPMENT:

No CCGA equipment.

POLICY:

Rental Car, Personal Vehicle, airfare, meals and hotel stay:

National Joint Council Guidelines must be followed and adhered to for all travel for authorized activities. Travel should be scheduled based on most economical means and cost.

When required, costs between airfare, rental car and personal vehicle use should be compared. The least expensive option should always be used.

Rental Vehicle Use:

Car rental can be the preferred option in many instances; however, it is understood that rental facilities may not always be readily available.

When possible, vehicles must be rented in the name of the CCGA Member and the CCGA.

This would activate CCGA insurance coverage. Mid size vehicle rental only.

Personal Vehicle Use:

Car pooling should be practiced where / when possible.

When a member is carrying CCGA passengers, they should ensure that their insurance policy has the appropriate rider.

Airfare:

Flights are to be booked with the most reasonably priced airline, economy fair only.

Meals:

Meal allowance rates provided by TB will be reimbursed based on travel times.

Hotels:

Use of reasonably priced hotel accommodations should always be used. Any hotel priced at \$150.00 or lower per night is usually acceptable. Room and tax will only be reimbursed.

PROCEDURE:

All travel should be preapproved by the National Board of Directors prior to travel.

National Joint Council provides the guidelines for various methods of travel and should always be followed.

When alternate routes are possible toll roads expenses (ex. HWY 407) must be excluded when traveling on Auxiliary business. Travel claims with toll road charges should have prior approval.

Vehicle travel distances are based on accepted measurements as found on websites and/or road maps with the most direct route used.

Receipts for fuel purchases are only required when rented vehicles are used.

Any exceptions or variations to the above policy are to be requested in writing to the Finance Committee for approval.