

General Expense Policy – CMVA



Principles

The Board of Directors or an individual chapter executive can authorize such expenditures as are within the bounds of the bylaws, given a properly executed motion with seconder and majority approval. Where that has not happened, this policy shall take effect.

Travel on behalf of CMVA shall be as economical as feasible, keeping in mind safety, convenience, and the economical use of time.

Approval Committee

- Consists of the President, Vice President, and one other. At least one member should be very unlikely to apply for a grant. (For now, the committee consists of Bernie Pringle (President), Louis Lavallée (Vice President), and Bill Eckert.)
- If a grant to one of the Approval Committee is being considered, the other two will make the decision.

Travel by Key CMVA Members (typically Directors and Key Committee Members)

- Travel Grant
 - Three weeks or more before the event, using the appropriate form, Key CMVA Members may apply for a CMVA grant of *up to* \$500 per trip, to subsidize travel and accommodation required on behalf of CMVA. Extraordinary expenses may also be considered.
 - The decision is to be made by any two of the three members of the Approval Committee. These individuals will make every effort to render a timely decision.
 - The grant is intended to be a subsidy to *individuals who work for themselves or whose companies don't support their participation in CMVA*. It is not intended to pay all associated expenses.

- Ad Hoc Travel on Behalf of CMVA (e.g. trip to VI meeting)
 - Must be approved by a vote (in person or via email) of the directors prior to the trip, and prior to any non-refundable arrangements being made for it.
 - The motion to fund the travel must include a detailed estimate of the expense to be paid by CMVA.
 - Expenses for such travel would fall within the guidelines for the Executive Director, as listed below.
- Only expenses that have been applied for prior to their expenditure will be considered, and only expenses that have been approved will be paid.
- Payment is contingent on receiving in the national office a report of the event and its relevance and benefit to CMVA, within one month of the event.

Invited Speakers, Trainers, Etc.

- In general, we minimize expenses as much as possible, by using local personnel and encouraging them to have their companies support them.
- Where there are special needs, for example a “draw for a conference” that we cannot organize on the above basis, we negotiate sufficient financial support to achieve the objective.
- Such support is specific rather than open-ended, to avoid surprises after the fact.

Executive Director (ED) of the CMVA

As an employee of CMVA, the ED is fully funded by CMVA for travel on behalf of CMVA. The principle shall be that the ED shall travel and live as well (but not better) on the road as at home or traveling at her personal expense. Unless otherwise noted, all expenses will be supported by receipts, which are filed numerically by journal number in an accounting binder and easily accessible by using the accounting software to find the number.

Accommodation

- The ED will stay at the hotel designated for the event, if possible. The ED pays reasonable rates i.e. the rate negotiated for the meeting or if there is none, the rate for a standard room. If neither of these applies, choose the economical alternative consistent with convenience and safety. Hotel expenses do NOT include mini-bar costs, in-room movies, or the like.

Meals and Incidental Expenses

- When traveling on behalf of CMVA, the ED is entitled to a per diem* of \$50, which is not supported by receipts.
- This per diem will be over and above travel and accommodation expenses.

Entertainment

- Occasionally, there is reason for the ED to buy meals or drinks for others, who are in some way contributing to CMVA, e.g. for the driver of a vehicle if the ED catches a ride to a meeting, or for committee members working on behalf of CMVA. These are paid by CMVA and supported by receipts.

Air travel

- Pre-book, in order to use discount airfares, using a credit card that carries trip cancellation and trip interruption insurance
- Make every effort to fly as scheduled, or if not possible, to minimize the costs of changing the flight.
- Where at all possible, avoid attending last-minute meetings which generate extra expense because of their urgent nature
- Fly as direct a route as feasible, balancing the cost with the use of time.

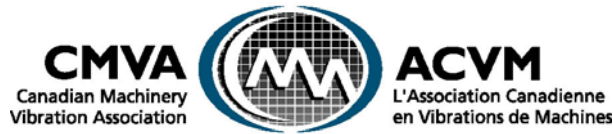
- For the ED, flights to board meetings and annual meetings and TC workshops and committee meetings are assumed. Others will be authorized by the board ahead of time.

Ground travel

- Maintain safety
- Use airport buses if they travel to the specific hotel and leave the airport within half an hour of arrival, and if there is not too much luggage. Otherwise, use a taxi.
- Use a rental car only if other means of travel are not feasible. Book the rental car using a credit card that provides insurance, and do not use the rental company's insurance. Choose a type of rental car consistent with the type of driving e.g. small car in the city, SUV for a trip to Fort McMurray. Where possible, choose the least expensive alternative of rental or personal car, including all related expenses.
- Personal Car – pay mileage at the rate of \$0.50 per kilometer for travel on behalf of CMVA. This rate is based on a Calgary gas price of 90 cents per km and will be reviewed quarterly. If the gas rate changes significantly either up or down, the rate will be adjusted accordingly.
For ease of administration, distance is estimated at 318 km per month, and consists of daily travel back and forth to the mail box and the bank, and occasional other travel such as driving to the airport or the bus stop, or shopping for CMVA supplies, plaques, etc. Long term parking on behalf of CMVA will be paid by CMVA.
Long trips (e.g. to attend a chapter meeting) will be billed in addition.

Phone Calls While Traveling

- The ED will use her personal cell phone on CMVA trips and CMVA will pay any costs associated with CMVA.



Application for CMVA National Travel Grant. *Please print.*

Date of Application _____ (preferably three weeks or more before the event).

Name _____

CMVA Position _____

Event _____

Benefits to CMVA if individual attends the event: _____

Reason for application: _____

Estimate of Expenses to be subsidized by CMVA:

Air travel or car, as per ED Guidelines _____	\$ _____
Accommodation, as per ED Guidelines _____	\$ _____
Extraordinary Costs (please explain) _____	\$ _____
Total	\$ _____

Decision (by 2 of President, VP, or Bill Eckert. (If one of these is the traveler, approval is by the other two.)

Authorized amount of Subsidy (maximum \$500) \$ _____

OR Declined. (reason) _____

Signed _____ President

Signed _____ Vice President

Signed _____ Bill Eckert

Routing: Individual to Approval Committee to the Executive Director via fax, signed pdf file, or snail mail, with a copy to individual.

Reimbursement to be made after the event, on condition that report is received within one month, and form to be filed with CMVA accounts, along with paperwork showing payment was made.

Chapter Expenses

Chapters shall use these Guidelines for expenses. The chapter shall decide who constitutes a “Key CMVA Member” for this purpose, on a case by case basis. The Chapter Approval Committee shall consist of the President, the VP and one other member of the Executive. At least one member of the Approval Committee should be unlikely to receive grants or other expenses.

Approval Committee for _____ (name of Chapter)

Date _____ for the year _____

President _____

Vice-President _____

Third Member _____

**Application for CMVA
Chapter Expenses Grant.** *Please print.*



Date of Application _____ (preferably three weeks or more before the event).

Name _____

CMVA Position _____

Event _____

Benefits to CMVA if individual attends the event: _____

Reason for application: _____

Estimate of Expenses to be subsidized by CMVA:

Air travel or car, as per ED Guidelines _____	\$ _____
Accommodation, as per ED Guidelines _____	\$ _____
Extraordinary Costs (please explain) _____	\$ _____
Total	\$ _____

Decision (by 2 members of Chapter Travel Committee. (If one of these is the traveler, approval is by the other two.)

Authorized amount of Subsidy (maximum \$500) \$ _____

OR Declined. (reason) _____

Signed _____ Print Name _____

Signed _____ Print Name _____

Signed _____ Print Name _____

Routing: Individual to Approval Committee to the Chapter Treasurer via fax, signed pdf file, or snail mail, with a copy to individual.

Reimbursement to be made after the event, on receipt of report within one month, and form to be filed with CMVA accounts, along with paperwork showing payment was made. Approval forms to be submitted to CMVA ED, along with Treasurer's Report and matching bank statement, *before* chapter rebates are made for the subsequent year.