

## **RASC Edmonton Centre Travel Policy**

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The RASC EC is a volunteer organization offering public outreach. With that in mind, our members are asked to volunteer their resources for events. While we can offer some reimbursement, we are not able to cover 100 per cent of costs. The following is a summary of expenses we can and can't reimburse and the rules for them.

This policy generally refers to outreach events for volunteers. If travel is done for the sole purpose of Centre business, expenses will be covered as deemed appropriate by Council or Executive.

This is not an exhaustive list, but meant as a guideline. If there are extenuating circumstances, contact someone on the executive at [executive@edmontonrasc.com](mailto:executive@edmontonrasc.com).

### **Receipts**

Receipts are required in all cases – this means: no receipts, no reimbursement – AGLC/Casino rules require receipts. Also, please ensure all receipts show the GST so the RASC EC can apply for an annual GST rebate.

### **Misc. costs**

Insurance, fines, and the like are the responsibility of the individual. RASC EC will not cover these costs under any circumstances.

### **In-town travel**

For in-town travel there is no reimbursement unless previously approved by Council or Executive.

### **Out-of-town travel**

#### **Fuel**

Fuel reimbursement is applicable only when distance exceeds 100 km round trip from City Hall. See the map below which shows a 50 km radius from City Hall as the crow flies (see below for map). Km rates are not applicable under this policy.

#### **Food**

Food for day trips will be provided onsite by the organizing committee for the event.

Food costs for trips beyond a day will be arranged based on destination and other event variables.

#### **Accommodation**

Accommodation for overnight trips will be arranged on a case by case basis.

Edmonton Area Map showing a 50 km radius from City Hall

