



NOJHL TRAVEL POLICY

Purpose

The purpose of this policy is to facilitate travel expenses for those individuals who are required to travel in order to carry out the mission/mandate of the NOJHL while maintaining controls for accountability and prudent financial management.

Policy

- 1. The NOJHL will reimburse travel and related costs as outlined herein for the express purpose of covering out-of-pocket expenses for individuals who are acting on approved NOJHL business.**
- 2. For accountability purposes, travel costs must be directly related to the official duties of the individual as outlined in his/her position (job) description as a representative of the League or as may be expressly directed by the Board of Directors for special assignments, activities etc. duly approved by the passing of a resolution in a manner approved for the passing of resolutions.**
- 3. Routine and expected travel will be included in the annual budget estimates approved by the Board of Directors. All travel in excess of budgetary allocations must be pre-approved as per the cost limits set by the Board of Directors.**
- 4. At the time of setting the annual budget the Board of Directors will approve mileage and a maximum rate for meals and other travel related incidentals.**
- 5. For all NOJHL travel the most economical mode of travel should be used unless the personal safety of the individual would be at risk. From time to time travel may need to be done a very short notice and driving may be the most economical method of travel but may not be the most practical in terms of personal safety due to the distance and drive time.**
- 6. All expense claims must be claimed on the approved NOJHL Expenses Form. Any expenses claimed above the mileage and meal allowance listed on this form must be supported by original receipts.**

7. **Expenses that will be considered direct travel related out-of-pocket expenses to be reimbursed by the League will include the following:**
 - a. **Travel by air, bus, train or car**
 - b. **Meals**
 - c. **Accommodation**
 - d. **Conference costs etc.**
8. **Advances may be requested for travel costs that are considered excessive and would include airline or other transportation tickets, accommodation costs and conference registration costs.**
9. **Payments of approved travel claims will be made within 30 days of the travel claim being received by the League.**
10. **A person cannot approve his or her own travel claims. The Commissioner will approve all expense claims. The Commissioner expenses will be approved by the Chief Administrative Officer.**

Procedure

1. **Travel advances**
 - a. **Will be issued no more than 10 business days prior to the start of the trip.**
 - b. **Must be requested using the appropriate NOJHL forms.**
 - c. **Must be reconciled within 15 days of the trip being completed.**
 - d. **Receipts will be issued for any monies repaid to the League.**
2. **Out-of-pocket expenses**
 - a. **Must be itemized using the appropriate NOJHL form.**
 - b. **All forms will be checked for accuracy and signed by the Treasurer or Chief Financial Officer**
3. **Travel approvals**
 - a. **Request for travel outside of approved activities as outlined in the Budget must be submitted to the Commissioner, CAO or the designated Board member as soon as it is reasonable to do so.**
 - b. **Travel will then be approved or denied in writing.**

Revised June 20, 2015