

1.0 Preamble

Shingwauk Kinooamaage Gamig is committed to the responsible use of its resources.

Where it is necessary for SKG directors, employees, individuals under contract, or other individuals to travel to carry out responsibilities on behalf of SKG, SKG will reimburse reasonable expenses for travel and related costs.

2.0 Purpose

This policy sets out SKG's requirements concerning authorization of travel and related costs, allowable expenses, and reimbursement of expenses.

3.0 Definitions

"Business travel" means travel to carry out responsibilities on behalf of SKG.

"Director of Operations" means the senior executive of SKG responsible for financial administration, regardless of the title of that position.

"SKG" means Shingwauk Kinooamaage Gamig.

"SKG director" means an individual appointed to SKG's board of governors.

"Travel costs" means all costs incurred in the course of business travel, including but not limited to transportation, meals, and accommodation.

4.0 Policy

4.1 Authorization for travel

Business travel must be authorized in advance.

Business travel shall be authorized only where travel can be expected to add value proportionate to its costs to the business of SKG.

The Director of Operations shall establish and maintain procedures concerning authorization of travel for employees of SKG, SKG directors and other individuals.

4.2 Expectations of individuals

Expectations of those travelling

Individuals seeking reimbursement for travel costs shall claim only costs that were necessary to conduct the business that they conducted.

Employees, officers and SKG directors travelling on SKG business are expected to show prudence and good judgment in incurring travel costs. Travel costs should be reasonable and consistent with good stewardship of SKG's resources.

Concerns over the reasonableness of travel costs should be discussed in advance with the person who authorizes the travel.

Expectations of those authorizing travel

Where anticipated travel costs are significant and/or where alternative means of travel and accommodation are possible, individuals authorizing travel shall consider reasonableness and value in their authorization.

4.3 Allowable costs

SKG may reimburse:

- Any reasonable mode of travel, including but not limited to airfare, taxi, car rental, or use of personal vehicle;
- Accommodation, where travel requires an overnight stay;
- Meals;
- Incidental costs necessary to the conduct of business while travelling; and
- Other expenses, where deemed appropriate by the Director of Operations.

4.4 Rates of reimbursement

The Director of Operations shall establish and maintain a framework of approved rates of reimbursement ("rate framework") for costs including accommodation, meals, use of personal vehicles, and any other category of costs where a limit is placed on reimbursement.

The framework of approved rates shall be consistent with practices and rates of reimbursement in comparable organizations.

For costs other than costs for which the framework sets a specific rate, SKG shall reimburse actual out-of-pocket expenditures.

SKG shall not reimburse travel costs that are inconsistent with the prior authorization of travel.

SKG shall reimburse costs only where original receipts are provided by the individual claiming reimbursement.

4.5 Exceptions to the policy

Exceptions to this policy may be allowed in extraordinary circumstances.

Any exception must be approved by the Director of Operations and either the chair or vice-chair of the board.

5.0 Related Policies, Procedures & Documents

Procedure for Policy FIN 03: Travel and Related Costs

SKG's policies and procedures may be found here. [\[hyperlink to be added\]](#)

6.0 Responsible Officer

Director of Operations

7.0 Version history

Approved by:	Board
Original Approval Date:	February 9, 2023
Current Approval Date:	February 9, 2023
Effective Date:	February 9, 2023