

AOLS Travel Rate Policy

Version	Date	Comment	Author
1.0	May 17, 2022	New Policy approved by Executive Committee	B. Maloney
1.1	May 17, 2022	Suggested edits	M. Mountjoy
1.2	May 17, 2022	Further refinement	B. Maloney

Background

Travel rates have not changed in several years despite costs increasing significantly. Additionally, no formal policy could be found explicitly stating travel rates. Executive Committee considered a report provided by the Executive Director and approved the following travel rates.

Application

This policy applies to staff, consultants and volunteers of the Association of Ontario Land Surveyors when travelling to AOLS approved work, meetings, or events.

Effective Date

This policy is effective from May 1, 2022.

Use of Personal Automobile

The Association of Ontario Land Surveyors (AOLS) will reimburse the use of a personal automobile when travelling to AOLS approved work, meetings, or events at a rate of \$0.61 per kilometre driven in accordance with the currently published Government of Canada approved rate. It will not cover any other expenses related to the use of the personal automobile.

Meal Allowance

The AOLS will cover the cost of meals while staff, consultants or volunteers are travelling to AOLS approved work, meetings or events as follows:

- \$69/day with no receipts (\$15.00 for breakfast, \$16.00 for lunch, and \$38.00 for dinner)
- Up to the Government of Canada's published rates which is currently \$98.45/day supported with receipts (\$21.90 for breakfast, \$22.15 for lunch, and \$54.40 for dinner), which includes any beverages
- If expenses are more than this, arrangements must be made with the Executive Director

Other Travel Expenses

Other travel expenses such as hotel, airfare, train fare, and parking will be covered when supported by receipts. It is expected that staff and volunteers will travel using economical, reasonable means.

Other Notes

Since both kilometer and meal rates are tied to the Government of Canada rate, this policy will be revised as these rates change.

Where staff, consultants, or volunteers opt to charge some meals using receipts, then receipts will be required for that entire day.

Receipts must be itemized including the HST paid.

Meal rates include tips.