

PhysSec Education Policy on Expenses

Jurisdiction

1. This policy is meant to provide guidelines to members for what expenses may and may not be claimed for reimbursement by the village, and what must receive permission in advance.
2. The related Policy on Processing Expense Claims governs how PSV admin will process these claims.

Approval

3. Expenses for normal or expected travel incidentals less than \$50 do not need approval in advance.
4. Expenses during travel that are time sensitive and necessary do not need approval in advance.
5. Where a decision has been made to make a purchase, approval on the specific vendor and cost is not required unless there is a potential conflict of interest with the vendor, or if the quoted cost is well in excess of the amount contemplated or budgeted when the decision was made. Diligence should be exercised to secure the best price.
6. Before incurring expenses for capital or inventory in excess of \$5000, members should seek approval from an Executive on the specific vendor and quote.
7. A purchase made without pre approval that should have been may be approved and reimbursed regardless at the executive's discretion.

Timeline

8. Expense claims that should be submitted within one month, unless otherwise specified within this policy.
9. If additional time is needed for submitting an expense claim, the member should ask PSV for an extension, which will not be unreasonably withheld.
10. PSV will make a reasonable effort to reimburse late expenses, subject to external constraints.

Expenses for Village Assets

11. Any purchase of an item that will be owned by the village will be reimbursed so long as the purchase was pre-approved, or did not require approval under this policy.
12. Any large purchase that is done without prior approval should be done consulting the budget.

Vehicle Use

13. Approved driving expenses, when gas is reimbursed separately, is reimbursed at a rate of \$0.33 CAD / km, which is the CRA's rate as of October, 2023.
14. Fuel costs shall be reimbursed at the actual cost paid at a gas station for long trips (>200 km).
15. For short trips (<200km), or with prior approval, fuel may instead be reimbursed on a per-km basis, concurrent to the vehicle reimbursement, at a rate of \$0.68 / km, which is the CRA's rate as of October, 2023.
16. Direct costs attributable to the drive are covered as well such as tolls and ferry costs, so long as they were reasonably necessary. E.g. 407 tolls are not covered, but upstate NY highway tolls or border bridge tolls are.
17. Vehicle reimbursement is much more expensive than transit, so use of a vehicle will only be approved when transit is not feasible, there is a major time crunch, heavy items need to be carried, individuals are carpooling, or other good reason that justifies the cost.
18. In cases where reimbursement for vehicle use is not approved, reimbursement will still be provided up to the amount of the cheaper alternative that is approved (usually one TTC fare each way per person travelling in that vehicle, or the cheapest transit rate available for that trip).

Local Travel

19. Travel to and from meetings, events and build sessions within Toronto is covered, up to the cost of two TTC fares:
 - a. If the meeting requires in-person attendance, or if prior approval is given to cover travel for in person attendance; and
 - b. If the member needs to commute a distance greater than a 15 minute walk, or if the weather is inclement, or the member needs to carry heavy materials for

the village.

20. Travel to and from meetings, events and build sessions is covered, up to the actual cost of transit / vehicle reimbursement, if all of the above is true; and one of the following is true:
 - a. The person needs to bring heavy materials to or from the meeting; or
 - b. Approval is granted in advance. Approval will be granted when the benefit to having the person attend in person outweigh the cost of travel.
21. On a case by case basis, approval may be granted to reimburse partial costs only, such as gas only rather than the full vehicle reimbursement rate.
22. Transit passes purchased that cover a period of time will only be reimbursed if it would have been more expensive to pay for individual trips as opposed to buying the pass; otherwise they will be partially reimbursed up to what the individual trips would have cost.
23. Travel to and from the airport or train station in Toronto for travel to a conference is reimbursed up to the price of one TTC fare or UP Express fare each way, but not both.
24. Travel by taxi or Uber to the airport or train station in Toronto for travel to a conference is covered if the person is carrying heavy Village materials (20lbs or more).
25. Travel to and from the airport or train station in a remote city is covered to the actual cost by any means (transit, taxi or Uber) so long as a good faith effort is made:
 - a. To ensure that the fare paid is not needlessly more expensive than another similar option; and
 - b. To carpool where feasible

Long-Distance Travel

26. Long distance travel (more than 200 kms) must always be approved in advance, including the method (flight, train or driving).
27. Approval for long distance travel will be conditional on volunteering for the prescribed number of shifts / hours at that event. If a member is unable to commit to the time required for a full reimbursement, a partial reimbursement may be approved instead.
28. Gas for long distance travel by vehicle is always reimbursed at the actual cost paid at the pump.

29. Travel costs are reimbursed at the cost of the cheapest option suitable to get to and from the event, subject to the following:
 - a. For determining the cheapest flight, only non-discount airlines are considered due to the unreliability of discount airlines. Despite this, members are free to book on a discount airline if they prefer, but not expected to.
 - b. Upgrades may be covered if they will do one or more of: assist in making a short connection, will provide free checked bags, give more legroom or a more comfortable ride, and the cost is deemed reasonable given the benefits.
30. When a trip is booked on points, the person booking on points will be reimbursed in currency at the rate of the cheapest equivalent flight that could have been purchased with currency, with the same upgrades as would have been approved if the flight were booked with currency.
31. Travel may be reimbursed only partially if there is an agreement between the traveller and PSV, such as those specified in the Policy on Reimbursement for Travel to Conferences.

Meals and Incidentals While Travelling

32. Meals are covered while travelling for the village, subject to the following restrictions:
 - a. Where a group meal is provided, that meal is not covered for anyone who elects not to attend the group meal without approval.
 - b. If the hotel provides breakfast and the member elects not to partake, then breakfast is not covered.
 - c. Reasonable efforts should be undertaken to ensure the cost is not needlessly high.
 - d. The group who is travelling should attempt to coordinate, eat together and save on costs as a group.
33. Alcohol may be covered in moderation when purchased as part of a group celebration or outing.
34. Incidentals while travelling are covered if pre-approved, or if under \$50 USD, needed before there is time to get approval and reasonably necessary.

Travel Cancellation or Rescheduling Costs

35. By default, costs for cancelled or rescheduled travel will be borne by PSV if PSV requested or required the cancellation or rescheduling, or by the volunteer if the change in travel plans was due to factors beyond PSV's requirements.

36. By default, PSV will only reimburse travel costs if the travel was actually made, and the expected contributions to the Village were undertaken by the volunteer during this travel.
37. PSV leadership may elect to cover cancellation or rescheduling costs beyond what is required in this section, on a case by case basis.