

DIVING PLONGEON CANADA TRAVEL POLICY

Choosing Suppliers

The association's preferred suppliers must be used for all flights, hotels and car rentals. Exceptions, provided no increase in price results, will be permitted only with written authorization from the traveler's immediate supervisor or National Office contact.

Self-Funded and Diver Fee Policy

Anyone self-funding to an event will be required to provide a credit card number, either Diners Club, Visa or Mastercard. Airline travel will be billed directly to the coach, diver or other person by the travel agency. Expenses for hotel, meals and incidentals will be invoiced by Diving Canada.

Other expenses, including hotel, meals, incidentals, and diver fees, will be invoiced to the traveler by Diving Canada. Payment of these expenses can be made by personal cheque, by Diners Club, Visa or by Mastercard.

Payment is due within 30 days of the event. If payment is not received within 30 days, then the fee will be charged to the traveler's credit card. Credit card numbers for self-funded individuals will be obtained at time of selection, or in the case of national team at the beginning of the season, and will be kept on file by Diving Canada in a secure location

If a diver is unable to pay by credit card, he/she may make arrangements with Diving Canada's accountant for an alternate payment plan.

No other travel funded by Diving Canada will take place until such time as payment or alternate arrangements are made.

Air Travel

Diving Canada's official travel agency must be used to book all reservations for air travel. Employees/volunteers choosing to make their own travel arrangements, or to use an agency other than Diving Canada's official travel agency, will not be reimbursed unless such arrangements are approved by the Diving Canada Executive Director.

A booking will not be made unless the travel is authorized in writing to the travel agent by National Office prior to booking.

It is our policy that all travel will be at the lowest airfare possible. Therefore, all bookings must be made far enough in advance to obtain lowest possible airfares. Prior to airline tickets being issued for any booking too close to a departure date to realize the advanced booking savings, authorization must be obtained in writing from the Executive Director.

As long as it does not disrupt the original purpose of the trip, travelers will be offered the lowest available airfare applicable within 4 hours of the flight times requested.

Economy/coach cabin will be booked for all flights.

Travel during business hours is preferable but, depending on the availability of the lowest applicable airfare, schedules can be flexible.

Ground Transportation

Only when more economical or more appropriate local transport is unavailable will travelers be permitted to book rental cars. Reimbursement for use of personal car will be paid at the rate of \$0.30 per kilometer.

Hotel Bookings

All hotel reservations are to be booked by the Diving Canada Events Manager.

If applicable (IE. charges are not billed direct to Diving Canada National Office), payment of hotel charges should be made with the traveler's personal credit cards, with cash from a travel advance or with a association credit card. All personal charges should be paid for by employees/volunteers with their own funds or a personal credit card.

Meal and Entertainment Expenses

Reimbursement for meal expenses for the period that individuals are away from home, will be allowed only up to the per diem allowances as follows:

Breakfast: \$8.50

Lunch: \$9.00

Dinner: \$23.50

Daily = \$41.00

*Should meals be provided en route, no reimbursement shall be provided for such meals.

Reimbursement will be restricted to those entertainment expenses incurred during necessary breakfast or luncheon meetings with clients, prospects or suppliers. Limited refreshments, where appropriate, will be permitted.

Expense Reports

Any expenses claimed in excess of the pre-trip estimate must be accounted for writing, in addition to the expense report that must be submitted for the approval of the traveler's immediate supervisor within 14 days of the completion of each trip.

Reimbursement will be restricted to expenses supported by original receipts.

Immediately upon completing each trip, travelers must return all coupons, even those deemed of no apparent value, to the Diving Canada Events Manager. Receipts for returned coupons must be attached to expense reports returned to the Diving Canada Manager.

Expense Report (xls)

Frequent traveler programs

Provided no violation of this policy occurs and no additional expense accrue to the Diving Canada, employees/volunteers will be permitted to accumulate frequent traveler points and to redeem any rewards for their personal use.



**WE FLY
PLUS HAUT**

Travel Advances

Employees/volunteers will receive a travel advance, as required, prior to each trip. This advance must be reconciled in full on the expense report covering each trip.