



## TRAVEL POLICY

### Travel Expenses

#### *(i) Air Travel*

CSN will only reimburse economy class airfare, unless prior approval is obtained from CSN Management. **If scheduling preferences result in a fare that exceeds economy class fare, the overage in ticket cost will be the responsibility of the participant.** Penalties incurred for flight changes will be the responsibility of the attendee.

#### *(ii) Ground Transportation*

Transportation by personal vehicle is eligible for reimbursement when travel is within a 200 km radius of the meeting, or if more than 200 km, where flights do not provide adequate transportation. Mileage will be reimbursed at a rate of 42.7¢/km (this amount includes gas expenses). Travel by train is eligible for reimbursement provided economy class is purchased. Expenses for rental cars will not be reimbursed unless prior approval is obtained from CSN Management.

#### *(iii) Hotel*

CSN will reimburse room, taxes, internet connections and phone charges (for business purposes only). Charges for movies, laundry, mini-bar, and room service will not be reimbursed. Parking will be reimbursed if the method of transportation used was personal vehicle.

### Reimbursement of Expenses

Expense Claim Forms are on the CSN website under the Members section (see Administration). Original receipts are required for ALL expenses and must accompany the Expense Claim Forms. Credit card bills will not be accepted. Meal allowances (**only when meals are not provided**) are as follows: \$12.35 for breakfast, \$11.85 for lunch, \$33.15 for dinner.