



## Travel Expense Policy 2025-2026

The fundamental principle underlying this policy is that people should not be out-of-pocket for necessary expenses incurred while on FAUW business, providing that such expenses are reasonable. FAUW will not be responsible for undue charges.

FAUW funds are obtained from dues collected from members. There is a responsibility to use the funds in a justifiable and transparent manner.

This policy will ensure transparency for justifiable expenses.

### Travel Expenses

FAUW has budgeted funds for professional development for the fiscal year May 2025 – April 2026 for activities aligned with FAUW's [objectives](#).

Members can apply for reimbursement of expenses that are incurred through work that supports FAUW. This policy applies to members of the FAUW Board of Directors, Executive, and Committees when attending Board, Executive, and Committee meetings. They also apply to persons conducting official duties on behalf of FAUW, for whom FAUW has agreed to pay travel and/or accommodation costs.

FAUW will pay for return transportation, including airfare, taxi or public transit fares, necessary meals, hotel accommodation, and customary gratuities as noted below. Payment of expenses is contingent upon full attendance at the authorized meeting, submission of receipts where required, and authorization by the Treasurer or delegate of the expenses incurred.

Each year the CAUT rates are adopted and are updated annually. The rates below are as of July 1, 2025.

#### 1. TRAVEL

##### Air Travel

Choose the least expensive airfare available. In no case will FAUW pay more than the regular economy fare. Receipts are required.

##### Train/Bus

Choose economy or coach fares, when possible. Receipts are required.

##### Personal Automobile

Automobile expenses will be reimbursed at the rate of \$0.635 cents per kilometer. A receipt is not required, however in the email indicate the kilometers round trip based on a map search.

### **Car Rental**

When cars are rented, FAUW will pay the actual cost of the rental, including insurance, taxes, and gasoline up to the maximum of the mileage claim that could be made for the same trip. Receipts are required.

### **Parking**

Parking expenses may be claimed where necessary. Receipts are required.

### **Taxi/Public Transit**

Use public transit when possible, and safe, to do so. Taxi charges are allowable where necessary. Receipts are required if obtainable.

## **2. MEALS**

The necessary meals are meals when the person is away on FAUW business (off campus) during a normal mealtime. Alcohol should not be claimed as part of the meal allowance as member dues should not be paying for this. The per person reimbursement for meal claims is as follows:

<b>Breakfast</b>	<b>\$ 28.40</b>
<b>Lunch</b>	<b>\$ 27.40</b>
<b>Dinner</b>	<b>\$ 67.70</b>

Where breakfast is included in the cost of a hotel room, or where meals are included as part of a meeting, no separate claim may be made.

## **3. ACCOMMODATION**

When it is necessary to book rooms in other cities, select moderately priced accommodation. Receipts are required.

## **4. MISCELLANEOUS**

The following items will not be reimbursed: hotel services such as movies, mini-bars, laundry, personal entertainment, and refreshments. These will be an extraordinary, unavoidable, justifiable, miscellaneous expenses to a maximum of \$17.30.

## **5. EXPENSE CLAIMS**

Expense claims are to be submitted via email to [fauw@uwaterloo.ca](mailto:fauw@uwaterloo.ca) Scan the receipts, and outline in the email the purpose for travel, and where/how the expenses were incurred. The details are important for audit and transparency of how FAUW funds are used.

### ***Example:***

Travel to XX Conference, Approved by XX

KM from home to Train station and return = XXkm @ \$0.635 = \$XX.XX

Parking at Train Station = \$XX.XX

Train Ticket = \$XXX.XX

Lunch = \$XX.XX

Conference Registration = \$XX

## Non Travel Expenses

There are circumstances where equipment, supplies, or meals for an event not covered under the sponsorship guidelines are purchased in support of FAUW work. These types of expenses are to be pre-approved. Receipts are required. Expense claims are to be submitted via email to [fauw@uwaterloo.ca](mailto:fauw@uwaterloo.ca). Scan the receipts, and outline in the email the purpose for the expense, and where/how the expenses were incurred. The details are important for audit and transparency of how FAUW funds are used.

**Reimbursement will be made directly through a physical cheque and sent through internal UW Mail system.**