

TRAVEL POLICY

Type: Governance

Policy Number: 34

Authority: Board of Directors

Date Revised: March 19, 2025

1. **Rationale:** This policy is designed to ensure consistent and transparent travel protocol for MWPA business. All participants must remember that they are representing MWPA when travelling.
2. **Guidelines:** The purpose of this document is to identify MWPA's position on travel. The Board is responsible for the implementation and review of this policy. The Executive Director oversees the day-to-day activities. All Board members, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.
3. **Application:** This policy applies to the Board of Directors, casual, permanent and contract staff, and volunteers travelling for MWPA business or education.
4. **Procedures:** The following procedures must be followed and paperwork submitted to the MWPA Office. If all the paperwork is not completed, travel may not be permitted.
 - 4.1. Initial Travel Planning:
 - 4.1.1 For budgeting processes, it is important to be proactive and organized in both projecting and planning travel.
 - 4.1.2 Where possible, all travel arrangements should be made through the MWPA office. In circumstances where an individual is booking travel, they are responsible for ensuring that all expenses are within MWPA expense limits.
 - 4.1.3 The individual wishing to travel should review the Financial Policy and discuss with the MWPA Executive Director as to what can and cannot be reimbursed.
 - 4.1.4 As part of the budget planning process, individuals must provide estimated or actual (when known) expenses for each proposed trip to include, but not limited to: transportation, lodging, meals, incidentals and entry fees.

- 4.2 A Travel Itinerary Form (*Schedule A*) must be filed with the MWPA Office by email for each trip prior to departure and should be submitted as soon as possible after the need for travel is known, but at a minimum fourteen (14) days before travel. All travel must be approved by the Board.
- 4.3 Individuals travelling must sign the MWPA Code of Conduct Policy and remember that they are representing the MWPA when travelling.
- 4.4 Wherever possible, travel arrangements should be made so that they can be changed or cancelled with minimal penalties. Travel insurance will also be arranged.
- 4.5 Post trip, travel party members having personal expenses for which they are seeking compensation, must submit an Expense Claim Form (see [Financial Policy](#)). The MWPA Financial Policy outlines what expenses may be claimed.
 - 4.5.1 Failure to submit adequate supporting documentation may result in the expense not being reimbursed.
 - 4.5.2 All claim forms must be signed and dated by the person making the claim.
 - 4.5.3 All claims must be received no later than 30 days after travel. Failure to submit within this time may result in the expense not being reimbursed.

Schedule "A"

Travel Itinerary Form

Name of event/course:

Host:

Purpose of travel:

Destination:

Date of departure:

Date of Return:

Mode of transportation (flight details or projected mileage):

Lodging accommodations (address and phone number):

Names of all individuals of the official travel party and guests

If any individuals are part of the official travel party but are travelling via alternative travel modes, provide details: