

**GUELPH ENGINEERING SOCIETY**  
**POLICY MANUAL: TRAVEL REIMBURSEMENT**

Adopted:

Ratified by Council:

1. Policy Manual:
  - a. This Policy Manual shall contain policies regarding travel reimbursement for all student delegates selected to represent the Guelph Engineering Society.
  
2. Travel Reimbursement Requests:
  - a. The Society shall set aside 10% of Student Fees collected each semester and will be accessible for travel reimbursement requests for the purpose of reimbursing delegates to Society-endorsed conferences and competitions and hereinafter referred to as the "Travel Fund".
  - b. Any undergraduate student who pays student fees within the School of Engineering may apply for travel reimbursement.
  - c. Travel reimbursement requests may be submitted through the 'Application of Travel Reimbursement' form up to and including the final Society meeting per semester in which the expense was incurred.
  
3. Travel Reimbursement Committee:
  - a. The Travel Reimbursement Committee is to be formed by the President, the Vice President of Financial Affairs, the Vice President of External Affairs, the Vice President of Operations, and the Vice President of Internal Affairs.
  
4. Reimbursement Funding Allocation:
  - a. Reimbursement funding is allocated on a rolling, needs based approach to be voted upon by the Travel Reimbursement Committee, with a majority vote required for funding approval
    - i. Travel reimbursement funding will have an emphasis towards the Canadian Federation of Engineering Students Association (CFES) Congress, and the Engineering Student Societies' Council of Ontario (ESSCO) AGM.
  - b. Should the Travel Fund deplete before the end of the semester, a majority council vote is required to allocate further funding.
  - c. Notwithstanding clause (a,b), travel expenses are not mandated to be reimbursed in full and is at the discretion of the Travel Reimbursement Committee.
  
5. Delegate Expectation:
  - a. It is the responsibility of the delegate to make the most economical travel arrangements, consistent with the trip purpose.
    - i. If travel cost is to exceed \$500, the delegate must provide a minimum of three quotes attached to their reimbursement form.
    - ii. The Travel Reimbursement Committee holds the first to refuse a quote and/or request for additional quote(s) at the committee's discretion.

- b. The expenses were paid out-of-pocket and the delegate is unable to secure funding from other sources.
- c. Application of Travel Reimbursement Fund is appropriately documented, and the delegate must submit the original invoice or receipt pertaining to the method of transportation.
- d. It is expected that the delegate ensures adequate insurance for the travel is completed.



**Application of Travel Reimbursement**  
 Ratified By: Guelph Engineering Society 2019-20

Name \_\_\_\_\_ Date(YYYY/MM/DD) \_\_\_\_\_

Name of Conference or Competition \_\_\_\_\_

Reason for Attending

Travel Method \_\_\_\_\_

Number	Item	Total (\$CAD)	HST (13%)	Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total</b>				

Attach all receipts to this form and total the expense

\_\_\_\_\_  
 Signature of Person Requesting Reimbursement

\_\_\_\_\_  
 Date (YYYY/MM/DD)

\_\_\_\_\_  
 Signature of **VP Finance** – Received

\_\_\_\_\_  
 Date (YYYY/MM/DD)

By signing this document all reimbursement requests and receipts are confirmed accurate and relevant to the reimbursement requested. This application shall be reviewed and subjected to Policy Manual: Travel Reimbursement.