

Canadian Bar Association – Northwest Territories Branch
Travel Policy

A person (“authorized traveller”), authorized by the Canadian Bar Association - Northwest Territories Branch (the “Branch”) to travel on Branch business, is eligible to be reimbursed for expenses as follows:

A. TRANSPORTATION

Air Travel: The authorized traveller shall travel in economy class and at the lowest possible fare and will be reimbursed for the cost of the ticket. Receipts must be retained and submitted with the travel claim.

Baggage Allowance: If the applicable fare does not include a checked baggage allowance, the authorized traveller will be reimbursed for the cost of one checked bag. Receipts must be retained and submitted with the travel claim.

Private Transportation: Where the use of an authorized traveller’s vehicle is authorized by the Branch Executive, the rates payable in cents per kilometer are set out in the [National Joint Council Travel Directive, Appendix B](#).

Taxi: An authorized traveller may be reimbursed for the costs of taxis to and from airports and to and from Branch business meetings if applicable. Receipts must be retained and submitted with the travel claim. Authorized travellers must indicate the starting point and destination of each taxi trip.

Rental Vehicle: Authorized travellers may not recover from the Branch the costs of a rental vehicle unless the Branch Executive approves the rental before the authorized traveller departs for travel. Authorized travellers renting vehicles must ensure that the rental agreement provides for insurance coverage for damage to the vehicle and all other liability.

B. ACCOMMODATION

Hotels: Whenever possible authorized travellers shall use hotels which provide Corporate, Government, CBA, or other special rates for which the traveller is eligible. Authorized travellers must use hotels that afford reasonable accommodation at a reasonable price.

Authorized travellers must submit receipts for accommodation charges with the travel claim. Movies, laundry, liquor and other extraordinary services must not be charged to the Branch. Room service charges made to the room are to be deducted from the travel claim as per diem amounts will be provided to an authorized traveller in accordance with Part C.

Private Accommodation: Authorized travellers staying in private accommodations may claim an allowance as set out in the [National Joint Council Travel Directive, Appendix C](#).

C. MEALS AND INCIDENTAL EXPENSES

Travel: Expenses may be claimed at the rates as set out in the [National Joint Council Travel Directive, Appendix C](#), for the cost of meals consumed and for incidental expenses.

If meals are provided at no charge in the course of transportation or in relation to the function or conference attended by the authorized traveller, those meals cannot be claimed for by the authorized traveller.

Private Accommodations: If meals are provided while staying in private accommodations, they cannot be claimed for by the authorized traveller. If meals are not provided at the private accommodation, the traveller may receive per diems in accordance with Part C .

D. TELEPHONE CHARGES:

Telephone charges relating to Branch business may be submitted for reimbursement.

E. ADVANCE PAYMENT OF ELIGIBLE EXPENSES:

Requests for advance payment of eligible expenses will be considered on a case by case basis.

F. MISSING RECEIPTS:

An authorized traveller may submit a statutory declaration in the place of any missing receipt required under this Policy and the Executive Committee may accept the statutory declaration as sufficient proof of an expense.

G. AUTHORIZATION:

A person seeking to travel on Branch business must obtain prior authorization from the Branch Executive.

The following individuals are eligible for reimbursement or assistance with travel and related expenses as they pertain to CBA business:

Branch President:	Branch Mid-Winter General Meeting
	Branch Summer General Meeting
	National Board of Directors Meeting
	National Leadership Forum
	CBA Alberta Branch AGM



THE CANADIAN
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Vice President: Branch Mid-Winter General Meeting
Branch Summer General Meeting
In the event travel is required as a replacement for the Branch President

Secretary Treasurer: Branch Mid-Winter General Meeting
Branch Summer General Meeting
In the event travel is required as a replacement for the Branch President or Vice President

Past President: Branch Mid-Winter General Meeting
Branch Summer General Meeting
In the event travel is required as a replacement for the Branch President, Vice President or Secretary Treasurer

Branch Administrator: Branch Mid-Winter General Meeting
Branch Summer General Meeting
In-person meetings of the CBA National Management Team, as required and with the approval of the Branch Executive

Section Jurisdictional Representative:
National Section Meetings to the extent set out in the Section Manual approved by the Branch Executive.

Section Jurisdictional Representatives are not entitled to reimbursement for registration fees and expenses for conferences or CPD events held in conjunction with National Section Meetings.

The following are not entitled to receive funding assistance from the Branch:

- (a) Members of Branch Council;
- (b) National Standing Committee Members;
- (c) National Section Executive members (except for the Section Jurisdictional Representative).