



CANADIAN UROLOGICAL ASSOCIATION

Expense Policy

July 2023

CUA Expense Policy

The CUA expense policy may be applicable for all Board of Directors, Committee Chairs and Members representing the CUA in any capacity; be it board meetings, association meetings, both nationally and internationally and/or any accredited educational programs organized by the CUA.

The purpose of this policy is to ensure that adequate controls are in place, so that travel and other expenditures are appropriate, as well as to provide a uniform and consistent approach on all expenses for CUA travel.

All CUA program and speaker expenses are subject to the CUA Expense Policy.

Travel

Air

Travel within North America where total segments equal or are less than five (5) hours in-flight time:

Mid-level economy class

- Air Canada: Flex
- WestJet: Flex
- Porter: Flexible

Travel within North America where total segments are more than five (5) hours in-flight time:

Full economy class

- Air Canada: Latitude
- WestJet: Plus
- Porter: Freedom

International Travel

Flights above six (6) hours for Board members or international speakers may be booked in restricted business class (also referred to as Executive Class Lowest Discounted Business, Business Special, and Business Basic) up to a maximum of \$4000 CDN.

Flights above eight (8) hours for speakers/presenters invited by CUA may be booked in business class. The CUA CEO also qualifies for business class. All other CUA personnel/members are expected to travel in mid-level to full/premium economy class (maximum allowance is \$5,000 prior to taxes).

There is no coverage or reimbursement for fees associated with voluntary schedule changes, new ticket purchases or standby travel. Where possible, flights should be booked at least twenty-one (21) days in advance of the travel, in order to take advantage of available discounts. Higher expenses due to stopovers before or after the meeting are not covered. Airfare for spouses or guests is not covered.

All business class travel costs need to be approved by the treasurer.

Train

For all travel via train: Via Rail Business Class fare up to \$500 CDN.

Accommodation

Hotel

Hotel costs to a maximum of \$500 CDN per night to cover the cost of a standard hotel guestroom and applicable taxes. Where possible, corporate or negotiated rates should be used.

When travelling to destinations where the designated maximum is unattainable for adequate accommodation, the guide for booking should be a rating of up to and including 4-star (diamond) accommodation. NOTE: These hotel exceptions must be submitted to and approved by the CUA office prior to booking.

- For reference only : [AAA Diamond designations, Travel with Someone You Trust®](#) or [Canada Select | Canada's Accommodations Program](#)

Food & Beverage

Meals

Breakfast: A maximum of \$45/person

Lunch: A maximum of \$75/person

Dinner: A maximum of \$150/person

Receipts

Receipts are mandatory for **all** expenses requested for reimbursement. Receipts may be photographed and emailed to the Corporate Office.

Live (in-person) Congress Events

All expenses occurring outside of the dates of the Congress to the exception of 1 day prior and 1 day after, will not be reimbursed and are solely under the responsibility of the participant. These guidelines define and govern the expenses covered (in whole or in part) by the allocated financial support.

All exceptions to the policy must be approved by the CUA Treasurer