



CANADIAN UROLOGICAL ASSOCIATION

Expense Policy

August 2024

CUA Expense Policy

The CUA Expense Policy applies to all members of the Board of Directors, all Committee Chairs, and any CUA member representing the CUA in any capacity, including at board meetings, national and international association meetings, and/or accredited educational programs organized by the CUA. All expenses related to CUA events, programs and/or speaking engagements are subject to the CUA Expense Policy.

The purpose of this policy is to ensure that expenditures are reasonable and appropriate, and to provide a consistent framework for reimbursement.

All requests for reimbursement must include receipts and be submitted six (6) months following the event. After that date, the CUA is unable to issue reimbursements.

Air travel

Class of service

Domestic air travel

For travel within North America where total in-flight segments equal or are less than five (5) hours, mid-level economy class should be selected.

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

For travel within North America where in-flight segments total more than five (5) hours, full economy class may be selected.

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

International air travel

International flights for Board members or international speakers where flight time is six (6) hours or more 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 cost of \$4,000 CAD before taxes.

International flights above eight (8) hours for speakers/presenters invited by the CUA, as well as for the CUA CEO, may be booked in business class.

All other CUA personnel/members are expected to travel in mid-level to full/premium economy class, up to a maximum cost of \$5,000 CAD before taxes.

All business class air travel costs must be approved by the CUA Treasurer.

Whenever possible, flights should be booked at least twenty-one (21) days in advance of the travel in order to take advantage of available discounts.

If in doubt about a possible fare, please contact the CUA Corporate Office prior to booking at

corporate.office@cua.org.

Additional expenses related to air travel

The CUA will not cover or reimburse the following expenses related to air travel:

- fees associated with voluntary schedule changes, new ticket purchases, or standby travel
- expenses related to stopovers before or after an event
- airfare for accompanying persons or guests

Train travel

The CUA will reimburse train travel in business class (for example, Via Rail's business class fare), up to a maximum cost of \$500 CAD.

Travel with a personally owned vehicle

The CUA will reimburse those driving to and from an event in situations where this constitutes the most economical means of transportation. The applicable rate is \$0.70 CAD/km for the first 5,000 km driven, and \$0.64 CAD/km for each additional kilometre.

Accommodation

The CUA will reimburse hotel costs up to a maximum cost of \$500 CAD per night to cover the cost of a standard room and applicable taxes. Where possible, corporate or negotiated rates should be used.

When travelling to destinations where it is not possible to find adequate accommodation for less than the maximum cost of \$500 CAD per night, accommodation may be booked at a hotel with a maximum rating of four stars (diamond). Requests for such exceptions must be submitted to and approved by the CUA Corporate Office prior to booking.

For more information about hotel ratings, please see [AAA Diamond \(Travel with Someone You Trust®\)](#) designations or [Canada Select | Canada's Accommodations Program](#).

Food & Beverage

The CUA will reimburse meals per the following guidelines:

Breakfast: up to a maximum cost of \$45 CAD per person

Lunch: up to a maximum cost of \$75 CAD per person

Dinner: up to a maximum cost of \$150 CAD per person

Receipts

Receipts must be submitted for all requests for expense reimbursement. Receipts may be photographed and emailed to the Corporate Office.

Expenses related to travel to and from live (in-person) educational events

All pre- and post-event expenses (with the exception of taxis/Ubers/Lyfts to and from the airport) occurring outside of the dates of the educational event are solely the responsibility of the participant and will not be reimbursed.

These include:

- meals during travel to and from the event
- wifi during travel to and from the event
- hotel accommodations pre- and/or post-event
- airfare changes, without express written consent
- parking (where daily rate is higher than a taxi/Uber/Lyft), for the duration of the event

Any exceptions to the CUA Expense Policy must be approved by the CUA Treasurer.