



Conference Policy

Approved by the Board of Directors – August 23rd, 2016

Purpose

The purpose of this policy is to recognize that some NUSU employees will have to attend business conferences/meetings outside of North Bay for an extended period of time. This policy will outline the protocol and procedures for out of town conferences/meetings.

Hotels

Professional conferences or meetings that occur outside of North Bay may require booking of accommodations.

1. NUSU representatives that are attending a professional conference are responsible for the booking and confirmation of hotel accommodations ahead of time, unless the conference hosts provide accommodations for their conferences.
2. Conferences typically occur at hotels; however the NUSU delegate is not required to stay at that particular hotel. It is expected that the NUSU delegate(s) complete every effort to acquire reasonably priced accommodations within a reasonable distance to the location of the conference.
3. The NUSU delegate will use their corporate credit card to book the hotel room, if need be. The delegate is responsible for any additional charges to the room that is outside of the price of the accommodation.

Per Diem

NUSU employees shall not be required to bear the full burden of the cost of meals on business related trips. A NUSU employee shall be entitled to fifteen dollars (\$15.00) per day in order to offset meal costs outside of the actual conference or meeting itself. The per diem amount does in fact include any applicable tip.

A NUSU employee may choose one of the following methods to claim a per diem reimbursement:



1. An employee who possesses a NUSU corporate credit card may purchase up to the amount listed per day, when other meals are not provided. The cardholder must provide an itemized receipt for each per diem transaction, along with the conference itinerary/schedule. Alcohol purchases on the corporate card are strictly prohibited. In the case that an alcohol purchase is made on the corporate credit card, NUSU shall be reimbursed, and the employee may face disciplinary action. A picture of the receipt will suffice as proof if the original, itemized receipt is misplaced.
2. In the event that a NUSU employee does not possess a corporate credit card and has to use their personal funds, that employee shall provide the itemized receipts to NUSU for reimbursement. A picture of the receipt will suffice as proof if the original, itemized receipt is misplaced.