

NIPISSING UNIVERSITY STUDENT UNION



**Conference Policy**

**Approved by the Board of Directors on: August 23, 2016**  
**Last Review Date: May 16th, 2022**



**I. PURPOSE**

The purpose of this policy is to outline the protocols and procedures that NUSU representatives (employees and Executives) must follow when attending business conferences or meetings that are out of town.

The NUSU representative must seek approval from the Executive Committee to attend the conference or meeting by presenting the itinerary; as well, the Executive Committee must also approve of the travel accommodations prior to the NUSU representative's departure for the conference or meeting.

**II. HOTELS**

Professional conferences or meetings that occur outside of North Bay may require the 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 representative 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 one-kilometre distance to the location of the conference.
3. The NUSU representative will use their corporate credit card to book the hotel room if need be. The NUSU representative is responsible for any additional charges to the room that is outside the price of the accommodation.
4. NUSU representatives may be asked to share rooms if attending the same conference or meeting; however, no NUSU representative will be obligated to share a room with another. Individuals will be asked



separately if they would like to share a room with one another.

- a. Executives and employees will never be asked to share a room together.

**III. TRAVEL**

1. Where appropriate NUSU representatives will drive the company vehicle when travelling to and from the conference or meeting. When the company vehicle is not available, NUSU representatives will use car rental, given they meet the requirements of the province to rent a car. NUSU representatives shall use their corporate credit card to pay for the gas used to travel to and from the conference or meetings. If the NUSU representative does not possess a corporate credit card and has to use their personal funds, that NUSU representative shall provide the itemized receipts for gas to NUSU for reimbursement.
2. Should a NUSU representative be unable to drive the company vehicle or rental car, they will use public transportation to travel to and from the conference or meeting. NUSU will cover the cost of the public transportation ticket.
3. Should a conference or meeting require travel via aeroplane, the NUSU representative must ensure that they are buying the most economically feasible seat available, this is commonly referred to as a coach. NUSU will cover the cost of the aeroplane ticket.

**IV. PER DIEM**

1. At conferences or meetings where the majority of meals are provided, members are entitled to a per diem of \$25/day. At conferences or meetings where the majority of meals are not provided, members are entitled to a per diem of \$60/day. The NUSU representative should present the conference or meeting itinerary to the Executive Committee to see which per diem they are allowed.
2. A NUSU representative 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.
3. 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. NUSU representatives will not be reimbursed for alcohol purchases made with their personal funds.