



## Travel Expenses

PEMAC is a nonprofit professional association with a history of personal sacrifices and contributions that have brought the Association to where it is today.

We continue to be committed to ensuring the most cost effective use of member's dues therefore every effort should be made to combine PEMAC travel with PEMAC employer sponsored travel where reasonable and practical. Limited funding has been budgeted to subsidize volunteer travel, as necessary, for the following purposes, listed in priority order:

1. PEMAC members who work for asset-owning companies
2. PEMAC members whose abstracts have been selected for MainTrain. The goal here is to increase the number of practitioner presentations at MainTrain
3. Individuals receiving awards at MainTrain
4. PEMAC Directors and Chapter Leaders to attend an annual face-to-face meeting
5. PEMAC volunteers to give presentations at associated events on behalf of PEMAC Preference will be given to individuals who have not submitted PEMAC travel expenses in previous year(s)

## Procedure

### Application

Email the "**Request for Travel Assistance Form**" below to [events@pemac.org](mailto:events@pemac.org) in advance of the intended travel.

PEMAC Executive Director and one member of the PEAMC Executive Committee must approve requests before expense claims will be paid. Expense claim form will be supplied when a request is approved (if not, please request one).

### Rates

Reasonable hotel, meals, and airfare expenses will be reimbursed at cost. Personal vehicle mileage rates will be indexed to the Revenue Canada "[automobile allowance rates](#)". For 2020 those rates are:

**59¢ per kilometer for the first 5,000 kilometers driven; and 53¢ per kilometer driven after that**

### Reimbursement

Complete the expense reimbursement form, attach receipts and email to [events@pemac.org](mailto:events@pemac.org)

Payment will be made via cheque within 30 days of completed expense form and receipts have been received.



## Request for Travel Assistance Form

Name	
Purpose of Trip	
Date of Submission	
Expected Cost	
Employer Funded Amount	
Personally Funded Amount	
Amount requested from PEMAC travel budget:	
PEMAC Business Justification / role / reason for request:	

**Indicate whether you have pursued other funding avenues:**

- Employer has been approached and refused or has only provided partial funding (or doesn't fit employers requirements)
- Self-employed and can't afford or justify for personal business reasons, and can't combine with other business
- Retired

Other (specify)

**Office Use:**

Name of reviewer:	Approved date:	Declined date:
Reviewer comments:		