# Expense Reimbursement Policy
## Officers and IAA Representatives

**Eligibility**

The following expenses are eligible for reimbursement in accordance with this policy:

- All expenses incurred by Officers in connection with IAA business, including expenses related to attendance at Council and Committee meetings
- Expenses (other than travel expenses) incurred by committees for meetings held outside the regular IAA meeting schedule, up to the budget allocated by the Executive Committee
- Expenses incurred by an individual appointed to represent the IAA officially at a meeting hosted by the IAA, by another actuarial organization or by an eligible organization as identified by the Officers as a key target supranational organization, including Observer and Institutional Members of the IAA

IAA Officers and other official representatives are requested, wherever possible, to seek reimbursement for travel expenses from other parties that might also benefit from the trip, such as the employer or local association.

**Reimbursement for Airfares**

When traveling on IAA business that cannot be combined with other travel, members eligible for reimbursement are expected to obtain the lowest available convenient fare using a reputable carrier.

The class of air travel for which reimbursement may be claimed is as follows:

- Officers – business class for flights exceeding seven hours (based on the fastest available service), economy class for flights lasting seven hours or less[1].
- IAA representatives other than Officers – economy class[1]

For the avoidance of doubt, the amount reimbursed will not exceed the actual cost of the ticket purchased.

Alternatively, a fixed budget covering all expenses could be envisaged if acceptable to the traveler in circumstances determined by the Secretariat. This might apply for example if the traveller wished to stay over a Saturday night in order to benefit from a reduced airfare, or to combine IAA business with a vacation.

[1] A business class or premium economy class fare would be acceptable if it is no more expensive than an economy class fare.

**Reimbursement for All Other Expenses**

As for expenses other than airfares, such as hotels, meal expenses, train, taxi fares and car rental, these will be reimbursed at cost. Reasonable rates will be acceptable – this will normally include hotels up to 4 stars and second class rail travel. Registration fees for meetings or conferences at which an IAA representative has been invited to speak will not normally be eligible for reimbursement. The automobile allowance rate will be based on the current CRA (Canada Revenue Agency) rate which can be found at: https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/automobile-allowance-rates.html

The Secretariat is authorized to reimburse the Officers for personally incurred costs in accordance with this policy. All other expenses are reimbursable only if approved in advance by the Officers, Executive Committee or the relevant Committee Chairperson.

**Procedure**

Each traveler is expected to make his or her own travel arrangements. In order to avoid increased rates which typically apply to reservations made close to the departure date, travelers are requested to book their travel arrangements no later than two months prior to the trip, whenever possible. Reimbursement is made once travel has taken place.

Officer and employee expense reimbursement are reviewed for approval by the Chair of the Audit and Finance Committee semi-annually prior to the annual audit.

An Expense Reimbursement Claim Form must be submitted to the Director, Operations and Finance within 30 days after the end of the trip. Proper supporting receipts must accompany the claim and can be submitted by regular mail or electronically. The Expense Reimbursement Claim Form can be found on the IAA Website under Governance Documents.

This policy will be reviewed by the Audit and Finance Committee every three years