

TRANSPORTATION, MULTI-CAMPUS TRAVEL, AND CARPOOL POLICY

Approving Authority: President and Chief Executive Officer

Administrative Responsibility: Director, Policy Research and Advocacy

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Related Policies, Procedures, and Documents: Foot Van Policy

1. Purpose

- 1.1. This policy outlines the relevant guidelines for transportation reimbursements, multi-campus travel, and carpooling.

2. Definitions

- 2.1. **Carpooling:** When two or more staff members travel in the same vehicle;
- 2.2. **Employee:** An individual employed by the Students' Union on a continuing basis or a fixed contract;
- 2.3. **Executive Leadership Team:** This employee group consists of the President and Chief Executive Officer, the Vice President positions, and the Associate Vice-President positions;
- 2.4. **Multi-campus portfolio:** A Students' Union employee or Executive Leadership Team member that holds responsibilities at more than one Wilfrid Laurier University campus location;
- 2.5. **Multi-campus travel:** Travel between a Wilfrid Laurier University campus or other affiliated location; and
- 2.6. **Reimbursement:** Repayment for an expense or loss incurred.

3. Jurisdiction/Scope

- 3.1. This policy applies to all Students' Union employees, including Executive Leadership Team members.

4. Policy

- 4.1. Students' Union employees and Executive Leadership Team members are eligible to receive transportation reimbursements for work-related travel approved in advance by their supervisor.

- 4.1.1. Work-related travel may include, but is not limited to:
 - 4.1.1.1. Conferences;
 - 4.1.1.2. Workshops;
 - 4.1.1.3. External responsibilities (e.g. Duties associated with the Students' Union's membership with the Ontario Undergraduate Student Association).
- 4.2. The most economical mode of transportation should be prioritized.
- 4.3. Work-related travel is only eligible for reimbursement if the distance exceeds 30 kilometers for a round-trip.
- 4.4. Transportation reimbursements may cover parking expenses if the approved travel requires an automobile;
 - 4.4.1. The most economical parking option available should be prioritized.
- 4.5. The use of a personal vehicle for Students' Union business or multi-campus travel will be reimbursed at a rate of \$0.50 per km.
- 4.6. The use of a personal vehicle for Students' Union business is a generally acceptable practice for round trips up to 500km;
 - 4.6.1. For trips greater than 500km a rental vehicle, commuter rail, or air travel should also be considered in consultation with a supervisor;
 - 4.6.2. The most economical and time efficient mode of transportation option should be prioritized.
- 4.7. Any use of the Students' Union Foot Van for travel purposes must in accordance with the Foot Van Policy.

5. Multi-Campus Travel

- 5.1. The Students' Union is a multi-campus organization that designates certain roles as requiring regular travel between Wilfrid Laurier University campuses and affiliated locations;
 - 5.1.1. Organizational job descriptions indicate those positions deemed to hold multi-campus portfolios.
- 5.2. Multi-campus positions are eligible for travel reimbursements until such time as their contract of employment includes compensation for multi-campus travel.
- 5.3. Multi-campus travel for employees and Executive Leadership Team members who do not hold a multi-campus role must obtain authorization in advance by their supervisor;
 - 5.3.1. Reimbursement for travel for employees and Executive Leadership Team members who do not hold multi-campus portfolios will be contingent on the use of carpooling, unless their supervisor determines that individual travel is necessary and unavoidable in that particular situation.
- 5.4. The reimbursement value for multi-campus travel is the lesser of the distance between Wilfrid Laurier University campuses as outlined in the Appendix "A" Multi-Campus Travel Chart or an alternative point of departure (e.g. place of residence);

5.4.1. For example: If you are based in Waterloo and traveling to Brantford and you leave from your place of residence, you are eligible for reimbursement up to the 55 km distance that separates those two campuses. If you live a distance that is under 55 km from the Brantford campus your reimbursement would be calculated using the most straightforward route between your place of residence and the Brantford campus.

5.5. Unless specific work-related responsibilities dictate otherwise, multi-campus travel to and from respective campuses should take place outside of expected office work hours;

5.5.1. Meetings held while commuting, where employees are able to realistically discuss Students' Union business safely and pursuant to all provisions of the *Highway Traffic Act* may be considered with the prior approval of their supervisor.

5.6. Unless unavailable, multi-campus travel should utilize the transferable Wilfrid Laurier University parking privileges.

6. Carpooling

6.1. Carpool transportation is eligible for reimbursement as long a minimum of two employees or Executive Leadership Team members are traveling together in one vehicle;

6.1.1. Unless specific work-related responsibilities dictate otherwise, carpool travel should take place outside of expected office work hours;

6.1.2. Meetings held while commuting, where employees are able to realistically discuss Students' Union business safely and pursuant to all provisions of the *Highway Traffic Act* may be considered with the prior approval of relevant supervisors.

APPENDIX A

Multi-Campus Travel Chart

Travel Between Campuses	Distance
Waterloo and Brantford	55 km
Milton and Waterloo	61 km
Kitchener and Milton	55 km
Kitchener and Waterloo	5 km
Brantford and Milton	73 km
Brantford and Kitchener	50 km

Note: Each distance listed is the maximum claimable for one-way travel.