

SECTION 11 – BUSINESS OF RTAM

11.01 Advertising and Notices in RTAM Publications and Website

- a) RTAM and Chapter sponsored events may be promoted free of charge in RTAM publications and on the RTAM website at the discretion of the Board of Directors or the Executive Director.
- b) Not-for-profit organizations that wish to place public service announcements, school or teacher reunion notices, or information on volunteer opportunities with service groups may do so free of charge with consent from the Board of Directors and Executive Director. These may be promoted at the discretion of, and for a period of time as determined by, the Editor of KIT or for the Website, the Chair of the Website Sub-Committee, based on criteria approved by the Board or E.D. .
- c) Commercial and classified advertising that does not compete directly with an RTAM program or service may be included at the discretion of the Executive Director at rates approved by the Board.
- d) Unless so indicated, RTAM shall not endorse or promote any products, services, or events presented. The Editor, Chair of the Website Sub-Committee and/or Board of RTAM accept no responsibility or liability for failure to insert a commercial or classified advertisement for any reason. In such instances, a full refund will be given.

11.02 Member Expense Reimbursement

- a) The expenses listed in this subsection shall be reimbursed to the Board of Directors for costs incurred for travel on RTAM business.
- b) Such expenses will be reimbursed at the rates approved by the AGM in the year that the rates change and subject to the limitations specified herein. Rates will be printed on the RTAM expense claim form. Reimbursement will be made after the travel has been completed or other costs incurred. Such mileage and expenses claims must be within and not exceed the most current CRA guidelines.
- c) Notwithstanding subsections (a) and (b):
 - i. Only those Members who are full members of RTAM and are required by the Board to attend the AGM in person shall be reimbursed for travel costs.
 - ii. Out-of-Province members, including Chapter Presidents and Chapter delegates, invited by the Board to attend meetings in person shall be

reimbursed at the lesser of the actual cost or the combination of actual and imputed costs for the portion of their travel within Manitoba.

- iii. the RTAM President shall be allocated an annual budget for transportation, accommodation, and meals costs to support visitations to RTAM Chapters and RTAM functions upon receipt of invitations from those groups. Receipts for transportation, accommodation, and meals are required.
- d) Such mileage and expenses claims must be within and not exceed the most current CRA guidelines.

11.03 (a) Transportation

Members shall consider time, cost and safety in determining the mode of transportation used. RTAM shall pay transportation expenses between the member's residence, and/or place of accommodation, as the case may be, and the location at which the authorized RTAM business is conducted, subject to the provisions herein.

- i. Private Automobile: An allowance shall be paid which covers the gas and mileage used for the requisite travel.
- ii. Air, Rail, and Bus: The lesser of economy class airfare, rail transportation, bus transportation and the actual cost of such travel shall be reimbursed (receipts required).
- iii. Ground Transportation: Where required, actual costs shall be reimbursed (receipts required).
- iv. Parking Charges: Where required, actual costs shall be reimbursed (receipts required).

11.03 (b) Accommodation

- a) RTAM shall cover accommodation costs for the night before the RTAM business if the member is required to leave his/her residence prior to 8:00 a.m. on the day of the RTAM business.
- b) RTAM shall cover accommodation costs for the night of RTAM business if:
 - i. the member will not arrive at his/her residence prior to 8:00 p.m. (including a dinner break) on the day of RTAM business;
 - ii. when consecutive meetings carry over to a subsequent day and the member would be required to leave his/her residence prior to 8:00 a.m. on the day of the meeting; or
 - iii. when the cost of the accommodation is less than the cost of the private automobile allowance which would be incurred in traveling back and

forth.

- b) The lesser of the maximum rate, single room rate or actual cost shall be reimbursed (receipt required).
- c) Where private accommodation is selected, an allowance shall be paid at 50% of the maximum approved accommodation rate in lieu of hotel costs.

11.03 (c) Meals

Where a member is required to leave their residence prior to 8:00 a.m. breakfast may be claimed. Lunch and dinner can be claimed if the member is unable to be home for a normal mealtime due to travel. Claims for meals cannot be made for meals that have been provided without charge by RTAM or any other source without charge.

11.03 (d) Meals and Accommodations outside of Winnipeg

When on RTAM business in a location outside of Winnipeg, and when accommodation rates and actual meal expenses exceed the approved RTAM rate, all reasonable costs will be reimbursed based upon presentation of receipts.

11.03 (e) Other Travel Costs

Notwithstanding the above, in the event that unusual expenses are incurred while on RTAM business, these may be taken into consideration and approved by the President and Board of Directors when submitted with a detailed explanation and receipts, where applicable. Such expenses include those incurred for the reimbursement of expenses for extended stays due to inclement weather or adverse travel conditions and out-of-province travel insurance (where applicable).

11.03 (f) Telephone

The actual cost of long-distance calls made in relation to RTAM business will be reimbursed when supported by an itemized receipt and explanation for the calls. Whenever possible, approval for long distance calls should be sought prior to making the call. Where this does not occur, and where it is deemed that it could have occurred, reimbursement may not be guaranteed.

11.03 (g) Distance Technology Communication Costs

The actual incremental cost to the participant incurred while participating in RTAM business via distance technologies will be reimbursed when supported by a receipt and an itemized calculation of the incremental cost. Such costs cannot exceed the cost that the participant would have incurred in attending the meeting in person.

11.03 (h) Computer Consumables

An allowance shall be available to Board Members to cover costs for computer related consumables used in relation to RTAM business.

11.03 (i) Other Costs

Invoices presented for payment, which are outside the parameters of the budget, shall be honored when there is a motion from the RTAM Board to cover the same.

11.03 (j) Appeal

The route of appeal for a person submitting an expense for payment which is deemed non-compliant or rejected by the President or the RTAM office is through the RTAM Board of Directors.

11.04 Reserve Fund

- a) The Board shall maintain a permanent Reserve Fund (Reserve).
- b) Annually, at the AGM, the reserve shall be restored to a level of twenty-five percent (25%) of the previous year's budget with a minimum of fifty thousand dollars (\$50,000).
- c) Funds in the Reserve may be invested in easily accessible accounts.
- d) The Reserve may be used:
 - i. To cover any deficit in the current year.
 - ii. For special purposes determined by a two-thirds majority vote of the Board.

11.05 TRAF Board Representative Nomination

Pursuant to subsection 2.02 Representation on the TRAF Board and consistent with the *RTAM Nomination Process for TRAF Board Appointment*, (adopted March 15, 2012), the Board shall nominate an RTAM nominee whose name is to be provided to government for the government's discretionary appointment of a retired TRAF Plan member to the TRAF Board.

11.06 Representatives to the ACER-CART AGM

- a) Observer: The President of the preceding Board year shall attend as an Observer at the ACER-CART AGM.
- b) Director: The Vice President of the preceding Board year shall attend as a Director at the ACER-CART AGM.

c) The Board may appoint a designate where the person in a) and/or b) is unable to attend or where vacancies exist.

d) The Director must report to the meeting of the RTAM Board following the ACER-CART AGM.