

<b>Policy Number</b>	034-M-2007
<b>Policy Group</b>	Membership
<b>Policy Name</b>	Out of Town Travel Related Advances
<b>Date of Origin</b>	June 2007
<b>Date Amended</b>	September 2008
<b>Date Reviewed</b>	November 2013, September 2014

**PURPOSE** To ensure that members have the option to access travel advances for approved SUN business.

**SCOPE** Members

**POLICY STATEMENT** SUN acknowledges that members may encounter costs on approved SUN business and will provide access to advances to ensure members do not encounter personal financial hardship.

**PROCEDURE** Members may make a request to the First Vice President to access travel expense advances.

Whenever possible, requests shall be made three (3) weeks in advance of the required travel.

Requests shall be in writing and shall identify the specific expenses to be covered. Expenses may include actual travel costs, accommodations, transfers and meals.