

Policy Number	034-M-2007
Policy Group	Membership
Policy Name	Out of Town Travel Related Advances
Date of Origin	June 2007
Date Amended	September 2008
Date Reviewed	November 2013, September 2014, October 2015, November 2016, November 2017, November 2018

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.