



Category:	TFRI Finance Policy	#2
Subject/Title:	Travel Policy	
Approved by:	Board of Directors	Last: March 29, 2023

1. Purpose

The purpose of this policy is to establish the parameters and processes by which TFRI will reimburse for reasonable expenses incurred while travelling on TFRI business.

2. Scope

This policy covers reasonable reimbursable expenses for staff and individuals invited to attend TFRI meetings, conferences, workshops and other in-person events at TFRI's expense.

This policy applies to both domestic and international travel.

3. Policy

This policy is best achieved when the activities are conducted in the most economical and effective manner and are likely to satisfy the public's perception of what is an acceptable expenditure for a charitable organization.

Expenses are not reimbursable for specific travel, accommodation and/or refreshments which are paid for directly by TFRI or its grantee. TFRI reserves the right not to reimburse expenses that fall outside of this policy.

Meals

Meals are eligible for reimbursement by submitting receipts for the actual cost of the meal and when the meal is not already included in conference or meeting fees and agendas. Please refer to the Receipt section of this Policy to review what receipts must be submitted. Please note that this is *not* a per diem but a per meal guide. Please refer to Appendix A for the most current meal allowance rates in effect. These rates are in alignment with the Meal Allowance federal rates updated semi-annually by the National Joint Council. Allowances in the United States of America are the same as in Canada but paid in US funds.

Hotels

Hotel accommodations are to be selected based on location, convenience and cost. Travellers whose accommodation requirements exceed those provided by TFRI (for example, room upgrades which involve an increase in the nightly rate) will be responsible for the extra cost and will be reimbursed only for the cost of the hotel accommodations made available by TFRI. The incremental cost of communication charges including in-room internet charges may only be reimbursed if reasonably required during the stay and pre-approved in writing by a supervisor or TFRI Program Manager.

Transportation

a. Air Travel

Air travel must be planned and approved in writing by the traveller's supervisor or TFRI Program Manager as far in advance of the meeting date(s) as possible so as to obtain the lowest fares. TFRI will reimburse travellers at the lowest



fare available for the flight. Should a traveller choose to upgrade their fare, any cost differential in airfare resulting from an upgrade will be paid for by the traveller.

Charges levied by the airlines to check one piece of personal luggage will be reimbursed by TFRI.

Fees levied by airlines for premium seat selection, in-flight Wi-Fi or to change or cancel an existing airline reservation may be reimbursed only on an exceptional basis if the need is justified and the fee is pre-approved in writing by the traveller's supervisor or TFRI Program Manager.

b. Car Rental

Every effort must be made to minimize the cost of rental cars by using non-luxury vehicles that are suited to the number of passengers. Reimbursement will be made for the car rental fee, the kilometer/mileage charge by the car rental agency, cost of gas and insurance coverage (if applicable). Damages to the rental vehicle will be the sole responsibility of the person who rented the vehicle.

c. Private Automobile

Travel by your personal vehicle may be required to save time and/or costs to TFRI. The reimbursement rate for the use of an individual's personal automobile is intended to cover all operating costs except parking. The kilometer/mileage incurred while using a private automobile is applied to the actual driving distance, using the most direct route (confirmed via Google Maps), and will be reimbursed at the standardized rate in Appendix A. This standardized rate is based on the federal Kilometric Rate for British Columbia, updated quarterly by the National Joint Council.

d. Airport Transportation

Airport buses and hotel shuttle services must be used rather than taxis or limousines whenever possible.

e. Public Transit, Ride Hailing and Taxis

Reasonable expenses for the cost of using public transit, ride hailing services (such as Uber and Lyft) or taxis to attend business meetings will be reimbursed provided receipts are available. Use of ride hailing services is at the traveller's own risk.

f. Parking

Parking is reimbursable; however, efforts should be made to minimize costs when travelling in large urban areas.

Loyalty Program Points

Travellers may retain for personal use any travel loyalty program points (for example, frequent flyer points or hotel loyalty program points) accumulated from TFRI travel. Travellers are not expected to use points from their personal loyalty programs for TFRI business travel. However, should they choose to do so, the participant shall not claim reimbursement for the equivalent cost of the airline ticket. TFRI will reimburse the remaining cost of taxes and surcharges, if any, actually paid by the participant based on receipts submitted.

Travel Insurance

Travellers must ensure that they have adequate insurance coverage for the planned travel. Any insurance where the benefit payments are made personally (life, lost baggage, etc.) is the responsibility of the traveller.

Combining TFRI Travel with Personal Travel

Travellers may combine TFRI travel and personal travel with prior approval of the TFRI Director of Finance. Prior to the traveller scheduling indirect routes (e.g., interrupting the business portion or extending the trip for personal travel or vice versa), the traveller must contact TFRI to agree on a fair allocation of expenses for the trip. In no event will TFRI's portion of expenses exceed what would have been charged had the personal travel interruption not occurred.



Conference Registration

Pre-approval for conference attendance must be obtained. A registration receipt (or confirmation of registration) indicating the delegate's name, amount and method paid, location and date of the conference must be submitted if reimbursement is requested.

Expenses That Are NOT Reimbursable

- Alcoholic beverages.
- Meals when they are included or pre-arranged in your meeting or conference package.
- Additional costs for pets or children in the hotel room.
- Currency exchange rate charges or fees.
- Mileage claims using your personal vehicle for round trips of less than 10 km.
- Laundry and valet expenses.
- Hotel athletic or spa facility charges.
- In-room beverage service (mini bars) and in-room movies.
- Upgrades to hotel accommodation where there is an increase in the nightly rate.
- Traffic violations and parking tickets.
- Personal expenses such as kennel fees, overnight dependent care expenses, travel, accident, and personal insurance costs.
- Interest charges on outstanding credit card statements.
- Loss or damage to personal possessions.
- Expenses for failure to cancel transportation or hotel reservations.
- Excess personal baggage charged by the transportation carrier greater than one bag.
- Passport application fee or renewal fee.

4. Procedures

Receipts

Original, itemized, and dated receipts are required to support all items on the expense claim.

a. Meals

Meal receipts must include both the itemized bill (showing the food and beverage items, prices, date and time of the meal, names of the guests) and the final customer copy (showing the gratuity, final bill amount and the method of payment).

b. Airline Tickets

Paper or electronic tickets are acceptable for reimbursement. A copy of the travel agent's invoice or online booking invoice must be submitted for reimbursement. The ticket must indicate the passenger's name, ticket number, breakdown of the various costs, including applicable taxes, and the form of payment used to pay for the ticket.

Expense Claim Forms

Expense reports must be completed by the traveller accurately and fully, using the Expense Report template provided by TFRI. Travel claims must be submitted within thirty (30) working days of the traveller's return. Each expense claim must have:

- A clear statement of the purpose and the travel dates, duration of the trip and the name of the meeting attended.
- Clearly detailed expenses supported by the dated receipts.
- The original signature of the traveler certifying that all information is correct.



Travel Expense Claim Forms and all required original receipts must be reviewed and signed off by the supervisor or TFRI Program Manager before being forwarded to TFRI Finance for processing.

5. Monitoring

The National Joint Council updates its rates for Meal Allowances semi-annually (October 1 and April 1), and its rates for Kilometric Reimbursement quarterly (January 1, April 1, July 1 and October 1). The rates in this policy, as presented in Appendix A, will be updated semi-annually on April 1 and October 1, to reflect the most current National Joint Council rates. The President and Scientific Director will review and approve these semi-annual rate adjustment updates. Changes will be communicated.

The Finance & Audit Committee will review the full contents of this policy once annually, and report on its review to the Board of Directors including any recommendations for changes.

6. Documentation

Travel Expense Claim Form – maintained by TFRI Finance

LAST APPROVED: September 21, 2022 (Rates April 1, 2022)

REVISION APPROVED: March 29, 2023 (Rates October 1, 2022)



APPENDIX A: National Joint Council Rates

Rates Current as of: April 1, 2023

Next Update: October 1, 2023

Source: <https://www.njc-cnm.gc.ca/s3/en>

Meal Allowances:

Breakfast: \$23.60 CAD

Lunch: \$23.90 CAD

Dinner: \$58.60 CAD

Kilometric Reimbursement:

\$0.545 CAD per kilometer