

1. POLICY

Travel expenses submitted for reimbursement must be necessary to the conduct of the Canadian Partnership Against Cancer (Partnership) business, and consistent with normal living standards and Treasury Board Guidelines. Individuals representing the Partnership will exercise integrity and prudence in incurring travel expenses.

2. SCOPE

This Policy applies to the Board of Directors, employees and individuals authorized to travel on behalf of the Partnership.

3. RESPONSIBILITIES

3.1 **All travellers** are responsible for:

- Adhering to the Partnership policy and procedures for travel expenses
- Submitting complete and accurate Expense Claims, in a timely manner, for approval.

3.2 **Management** is responsible for:

- Reviewing and approving all Expense Claims submitted by travellers on business pertaining to their area of responsibility.
- Ensuring compliance with the Partnership policy and procedures for travel expenses
- Reviewing appropriate types and levels of expenses and revising per diem rates from time to time.

4. ALLOWABLE TRAVEL EXPENSES

The Partnership recognizes the following as normal travel expenses:

4.1 Transportation

The selection of the mode of transportation is based on cost, duration, rescheduling flexibility, convenience, safety and practicality.

- **Air Travel**

The standard for air travel is economy class. The lowest available airfares appropriate to particular itineraries shall be sought and bookings shall be made as far in advance as possible. Any exceptions to domestic air travel must be fully documented and pre-approved by a Vice President or CEO.

Where available, business class air fares may be authorized for international

travel outside North America. Refer to Section 5 International Travel for further details.

Baggage fees are reimbursed at value on the expense claim form; original receipt required.

- **Rail Travel**

Rail travel should be in business class.

- **Car Rental**

All rental cars should be mid-size unless otherwise authorized for reasons such as safety, number of travellers, or the specific needs of a traveller.

- **Personal Vehicles**

Use of personal vehicles for Partnership-related travel will be reimbursed at the rates outlined in the Travel Procedures.

No other expenses associated with the use of personal vehicles for Partnership-related travel (e.g. fuel purchases, parking fines, traffic tickets, insurance premiums, deductibles, maintenance and repair costs) may be claimed for reimbursement.

The Partnership assumes no financial responsibility for privately owned vehicles used for Partnership-related travel other than paying the per kilometre rate. It is the responsibility of the vehicle owner to carry adequate insurance coverage for their own protection and that of any passengers.

- **Parking, tolls, and other ground transportation**

Bridge, ferry and highway tolls and parking fees paid while driving on the Partnership business will be reimbursed.

Taxi charges are reimbursable. Charges for limousine services will be reimbursed when the cost is equal to or less than taxi fare.

4.2 **Meal Allowances**

Meals may be claimed on a per diem basis during business travel if travel occurs during meal hours.

Claims for per diems will be adjusted to consider meals included as part of the attendance at meetings, or as part of airline/railway travel. If international travel is required, the per diem may be adjusted based on Treasury Board Guidelines to reflect higher costs outside Canada and the United States.



Rates for meal allowances and incidental expense allowances will be adjusted to be reasonably consistent with Treasury Board rates.

4.3 Accommodation

Partnership standard accommodation is a single room with a private bath in a moderately priced business class hotel. Where the reason for travel is a conference or convention that is being held at a hotel, travellers may stay in the conference hotel but should request any discounted rate associated with the convention/conference.

When a traveller stays with a friend or relative and if doing so will reduce the overall cost to the Partnership, expenses incurred to extend appreciation to friends or relatives for their hospitality will be reimbursed to a maximum of \$50 per day. Receipts are not required.

4.4 Incidental Expense Allowance

Incidental travel expenses such as gratuities, business and personal phone calls, internet and voicemail access and currency exchange fees, etc. are reimbursed through the incidental expense allowance.

Travellers are eligible to claim the incidental allowance per diem as long as an overnight stay is incurred. One incidental claim per overnight stay is allowed.

5. International Travel (Including United States)

An International Travel Request Form must be completed by the traveller and approved by the CEO prior to all international travel; this applies to anyone travelling from inside Canada to a destination outside Canada and also anyone travelling from outside Canada to a destination within Canada.

All travellers traveling outside of Canada must register with the Government of Canada, Registration of Canadians Abroad at <http://travel.gc.ca/travelling/registration> before leaving the country.

6. Travel Arrangements

Travel arrangements/reservations should be made with the Partnership's designated travel agency wherever possible. Reservations should be made as far ahead as possible in order to take advantage of lower fares.

7. Business Continuity

In determining the number of personnel travelling together in the same vehicle

(plane/train/car), consideration should be given to the Partnership's business continuity needs.

8. Documentation of Travel Expenses

- 8.1 Original receipts are required for all expenses claimed, except meal and incidental expense per diems. Travellers must retain and append all receipts to the Expense Claim Form.
- 8.2 Expenses for which a receipt has been lost or misplaced will be reimbursed only at the discretion of the Partnership.
- 8.3 When expenses are incurred on behalf of more than one individual representing the Partnership, the individual at the most senior level is responsible for the settlement of the bill and submission of the Expense Claim Form.
- 8.4 In order to ensure a proper record for audit purposes, when discretion is exercised in approving expenses, the rationale for the approval must be documented and must accompany the Expense Claim Form.

The submission and signing of an Expense Claim Form is considered a certification that the amount shown is the amount actually paid and furthermore, that the traveller has not and will not seek reimbursement from any other source.

9. Insurance

It is the responsibility of travellers to ensure they have adequate travel insurance coverage. For example, medical insurance is considered an eligible expense as envisioned in section 1 of the policy.