



## **TRAVEL EXPENSE POLICY**

**Approved: CRKN Board of Directors, February 24, 2006**

**Last revised: CRKN Board of Directors, June 25, 2024**

### **PURPOSE**

1. To ensure fair treatment of individuals required to travel on CRKN business and thereby protect the interests of the Corporation and members of its Board of Directors, Committees and staff, including staff of CRKN members or other organizations under agreement with CRKN. The provisions contained in this policy are mandatory and provide for the reimbursement of reasonable expenses necessarily incurred while traveling on CRKN business and to ensure members and employees are not out-of-pocket. These provisions do not constitute income or other compensation that would open the way for personal gain.

### **SCOPE**

2. This policy applies to employees of CRKN and all members of its duly constituted Boards and Committees (hereafter referred to as "claimants"), including staff of CRKN members or other organization under agreement with CRKN.

### **INTRODUCTION**

3. It is the policy of CRKN to pay legitimate travel expenses of persons traveling on CRKN business. Travel approval will be subject, in each case, to the availability of funds budgeted for this purpose. All travel allowances as stipulated in this policy are in Canadian currency unless otherwise stated (see paragraph 24).

### **OBJECTIVE**

4. It is intended that CRKN employees and members of Boards and Committees shall be afforded travel and accommodation standards which are comfortable and of good quality, but neither sumptuous nor sub-standard. CRKN is committed to ensuring the safety of its employees and volunteers while they are travelling for CRKN business and does not intend to trade savings for safety. This policy is intended to fund and support full compliance with enacted public health regulations.
5. Rates and conditions of payment and reimbursement should be sufficient to avoid having a claimant experience economic loss as a result of incurring reasonable expenses while traveling on official business. Traveling expenses are allowable for the claimant only. Any incremental expenses applicable to the claimant's spouse or other accompanying persons shall not be reimbursed.

### **BUDGET**

6. The budget of CRKN will provide funds for expenses while traveling

### **PURPOSE OF TRAVEL**

7. CRKN requires that a trip must be necessary for the proper execution of official CRKN business and be pre-approved by the Executive Director or designate.

### **TRANSPORT**

8. Travel should be made by the most economical and practical route possible utilizing the following modes:
  - a. by air - economy fare.

- b. by rail – economy fare or business class fare for trips longer than three hours
  - c. by rental car or inter-city bus, if economical and practical.
  - d. by privately owned automobile, at rates stated below.
9. Business or First Class, or other amounts in excess of economy airfare, are considered to be personal expenses of the claimant and are not reimbursable. Exceptions may be allowed if they enhance the safety of the traveller, involve international travel with a longer continuous time-in-the-air of 5 or more hours, and if the traveler is expected to begin work at the destination soon after arrival, with no time for adequate preparation or rest. The approval in advance from the Executive Director or their designate (or in the case of Executive Director's travel, from the Board Vice-Chair) is required for these exceptional cases.
10. In the interest of efficiency and convenience, claimants may purchase airline and other transportation tickets through a travel agency, provided that any additional cost to CRKN is minimal. Travellers who use e-tickets normally receive an email that contains a "Passenger Itinerary/Receipt" as confirmation of their reservations. This document, or an equivalent booking confirmation with itemized costs, must be submitted for reimbursement.
11. Vehicles
  - a. Rental:

The standard for rental vehicles is mid-size. Rental vehicles beyond the standard shall be authorized based upon factors such as but not limited to; safety, the needs of the claimant and the bulk or weight of goods transported. Additional theft and collision damage insurance, generally available from the rental company, is reimbursable if such insurance is not covered by CRKN's **corporate credit card**.
  - b. Privately Owned:
    - i. A claimant may travel using a privately owned automobile to locations within a 200 km radius of the claimant's point of origin, to locations outside the 200 km radius which are not well serviced by air transportation, in instances where this is demonstrably the safest alternative, or if specifically authorized by CRKN. In such cases, the claimant will be reimbursed at the lesser of **61c** per km or the lowest equivalent airfare. If there are no scheduled flights to the destination, the mileage allowance will be paid.
    - ii. If a claimant otherwise chooses to travel by car, only the time which would have been required had the claimant flown will be recognized. Any time in excess of that will be considered to be vacation (in the case of a CRKN employee) or non-reimbursable (if a member of a CRKN Board or Committee). Reimbursement for mileage on a claimant-requested use of an automobile will be at the rate of 15.0c per km.
    - iii. When two or more claimants travel together in a privately owned automobile an allowance of **61c** per kilometre will be claimed by the vehicle owner. Passengers may not claim a mileage allowance. Names of passengers must be shown on the claim.
    - iv. CRKN does not assume responsibility for any damage to a privately owned automobile when so used. Claimants should establish with their insurance agent whether it is advisable to take out supplementary business insurance for such trips.

## ACCOMMODATION

12. A claimant shall be reimbursed actual expenses for commercial accommodation at single occupancy rates. Such accommodation should be conveniently located and comfortably equipped. The use of luxury accommodation at CRKN expense is not permitted.
13. When traveling to conferences, it is recognized that staff members normally stay in the conference designated hotels at conference negotiated preferred rates, and that reservations may be made directly by the staff member with the selected hotel/conference organizers. If the preferred hotel is no longer available, follow the guidelines in item 12.
14. Accommodation expenses are to be listed separately and in detail by day. The original receipts for accommodation (i.e. detailed hotel bill) must accompany the expense claim form. Credit card slips cannot be used alone for reimbursement, as they do not provide a detailed listing of charges. Accommodation receipts must indicate that payment has been made and/or that no outstanding balance remains.
15. If desired, private accommodation with relatives or friends may be arranged. In such cases the traveler may claim up to \$50 per night to cover the cost of expenses such as, but not limited to, contributing to the host's grocery bill, treating the host to a meal, or to pay for a gift for the host.

## **MEALS AND INCIDENTAL EXPENSES**

16. For each day on travel status, the claimant may claim an allowance of \$15.50 for incidental expenses such as gratuities, laundry, dry cleaning, and personal cell phone use plus the following amounts for meals taken:
  - a. breakfast period: \$17.50
  - b. luncheon period: \$18.50
  - c. dinner period: \$51.50
17. When meals are included in the transportation fare or in the cost of registration fees, no claim for meals may be made.
18. In exceptional situations and with advance authorization by the Executive Director or their designate, claims may be made for actual expenses for meals and incidentals that exceed the above allowances, supported by full explanation and original itemized receipts. All receipts must be substantiated with original itemized receipts that show all items purchased. Credit card slips by themselves are not acceptable, because they do not provide a detailed listing of charges.

## **OTHER EXPENSES**

19. Costs of registration fees, taxis or airport limousines, excess luggage, or any unusual expenses should be itemized with an explanation given as appropriate for the expense.
20. Hotel, airport, and public parking expenses are reimbursable. Original receipts (where applicable) are to be submitted to the signing authority or designate.
21. Actual costs of necessary and reasonable business telephone or cell phone calls, faxes and computer connections are a reimbursable expense. Where applicable, the original receipts and/or hotel bills are to be submitted to the signing authority or designate.
22. The cost of purchasing foreign currency may be claimed.

## **FOREIGN TRAVEL**

23. Expenditures in foreign funds are to be reported in the local currency and converted to Canadian dollars.
24. In the case of travel in the United States, the allowances shown in paragraph 16 will be understood to be in U.S. dollars.
25. For travel outside Canada and the United States, the actual cost of meals and incidentals may be claimed. Such claims shall be substantiated where possible by receipts including FX conversion rates and shall not be unreasonable.

## **RECEIPTS**

26. Receipts are required for all transportation expenses; commercial accommodation charges; taxi charges; registration fees; excess luggage; charges relating to traveller's cheques and conversion of foreign currency; and for any other items for which receipts can be obtained. For travel by air or rail, the claimant's copy of "Booking Confirmation", the fare ticket or the "Passenger Itinerary/Receipt" is required as a receipt. Wherever possible, a complete accounting of any GST, HST and/or QST paid is required.

## **FORMS USED**

27. The "Travel Expense Claim" form, to be used by all CRKN claimants to report travel expenses, is available on the CRKN website under Committees.

## **SUBMISSION OF CLAIMS**

28. The claimant will complete and sign an itemized "Travel Expense Claim" form together with receipts, detailing their day-to-day traveling expenses and submit it for review, to the following:
- a. CRKN employees: to their immediate supervisor
  - b. All other claimants: to the Executive Director of CRKN, or their designate.

Approvals may take up to one week for approval and payment, or in exceptional circumstances, not later than 4-6 weeks following completion of the trip.

Travel expense claims, submitted by the Executive Director, must be approved by the Vice-Chair or another Officer of CRKN.

The claimant is responsible for ensuring that claims for expenses are accurate and are in accordance with CRKN policy guidelines. All reimbursement of expenses is subject to review and adjustment as a result of a subsequent audit.

## **EXCEPTION**

29. No exception may be made to this policy without the written consent of the CRKN Board of Directors.

## **REVISIONS TO THE POLICY**

30. This Policy is subject to an annual review by the Finance & Audit Committee, in alignment with CRKN's fiscal year-end and in consideration of then-current Treasury Board policies. All amendments or revisions must have the written consent of the CRKN Board of Directors.