



TRAVEL AND EXPENSE REIMBURSEMENT POLICY

1. *Purpose*

The Board of Directors of the Canadian Centre for Gender and Sexual Diversity (CCGSD) recognizes that board members, officers, employees, contractors or volunteers (“**Personnel**”) of CCGSD may be required to travel or incur other expenses from time to time to conduct organizational business and to further the mission of CCGSD. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are reasonable and appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of CCGSD to reimburse only reasonable and necessary expenses actually incurred by Personnel when travelling on business. When incurring business expenses, CCGSD expects Personnel to:

- a) exercise discretion and good business judgment with respect to those expenses; and
- b) report expenses, supported by required documentation, in a timely manner.

2. *Expense Report*

Expenses will not be reimbursed unless a written report of the expense(s) are submitted to the Office Manager (an “**Expense Report**”). The Expense Report, which shall be submitted within two weeks of the completion of travel, must include:

- a) the name of the individual requesting reimbursement;
- b) the date, destination and purpose of the trip, including a description of each business-related activity participated in during the trip;
- c) an itemized list of all expenses for which reimbursement is requested;
- d) the name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct CCGSD’s business); and
- e) the appropriate budget code into which the expense *has already* been entered (when the expense is program-related), or will be entered by the Office Manager (when the expense is non program-related).

3. *Receipts*



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Itemized receipts (not a credit card receipt or statement) are required for all expenses submitted for reimbursement and shall be attached to the Expense Report. Receipts are also required for all travel related expenses incurred directly by CCGSD such as airfare and hotel expenses.

4. Pre-Approval Requirements

All trips within Canada involving air travel or overnight accommodation must be pre-approved before expenses are incurred and before CCGSD is committed in any way. For travel expenses estimated to be under \$500 per trip, verbal approval shall be obtained from the Office Manager. For travel expenses estimated over \$500, written approval shall be obtained from the Office Manager. For travel expenses estimated to be under \$1,500 per trip, such pre-approval shall be obtained from the Office Manager.

For travel outside of Canada, or travel expenses estimated to be over \$1,500 per trip, such pre-approval shall be obtained from the Executive Director or President. In determining whether to grant approval for Personnel travel, the Office Manager, Executive Director, or President, as the case may be, will consider the ways in which CCGSD or its Personnel will benefit from the travel and weigh those benefits against the anticipated costs of travel.

Exceptions include programming with large travel expenses, whereby Personnel shall submit estimated travel expenses in advance and obtain pre-approval from the Office Manager, the Executive Director or President, as applicable.

5. Personal and Spousal Travel Expenses

Personnel traveling on business for CCGSD may incorporate personal travel, provided that Personnel shall not arrange CCGSD travel at a time that is less advantageous to CCGSD or which would be likely to result in a greater expense to CCGSD. Any additional expenses incurred as a result of personal travel, including but not limited to additional accommodations, transfers, meals or transportation, are the sole responsibility of the Personnel and will not be reimbursed by CCGSD. Any expenses associated with travel of an individual's spouse, family or friends, or which are in any way not related to the business or mission of CCGSD, will not be reimbursed by CCGSD.

6. Personal Travel Expenses During Multi-City Travel



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In the event that Personnel must travel to multiple locations in a short period of time and a weekend or holiday falls between the dates of expected travel and/or the Personnel elects to take vacation days, the CCGSD will provide hotel accommodation for that employee on those dates, provided that those accommodation expenses are equal to or less than the aggregate of the expense of a return flight to Ottawa plus the subsequent flight to the next location, less the travel expenses to be incurred from travel from the initial location to the second location.

For example, if an employee is working in Calgary on a Friday, and is required to be in Vancouver on the following Monday, CCGSD will pay for hotel accommodation expenses that are equal to or less than the return flight to Ottawa from Calgary (TRAVEL A), and departing flight from Ottawa to Vancouver (TRAVEL B), less the cost of travel from Calgary to Vancouver (TRAVEL C).

As an equation: HOTEL ACCOMMODATION AMOUNT + TRAVEL C \leq TRAVEL
A + TRAVEL B

7. Lost Receipts

In the event of a lost receipt, Personnel may request reimbursement based on copies of their bank or visa statements. In the case of a lost receipt for cash payment, Personnel may sign a statement outlining the amount spent, on what and how the receipt was lost to be reimbursed if it is approved by a manager. However, the Office Manager, Executive Director or President, as the case may be, reserves the right to refuse to reimburse such requests, particularly where the Personnel has exhibited a pattern of losing receipts.

8. Air Travel

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. CCGSD will reimburse or pay only the cost of the lowest coach class fare actually available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination. Exceptions include no more than one layover if the layover is cost-beneficial for the CCGSD. When travelling with Air Canada, Personnel shall book the standard fare class.

9. Rail Travel



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Rail travel reservations must be made through Via Rail and is required for travel within or to the provinces of Ontario and Quebec, unless a) time constraints do not permit rail travel OR b) air travel is less expensive OR c) rail travel is unavailable in the area of the provinces to which the staff person must go. Any time that a staff person travels via air rather than rail within or to the provinces of Ontario and Quebec, it must be approved by the Executive Director or President. CCGSD will reimburse or pay only the cost of the lowest economy class fare actually available.

10. Accommodations

Personnel traveling on behalf of CCGSD must make reservations through hotel.com or airbnb. If reservations through these low cost options are unavailable, the Personnel will work with their direct supervisor to find reasonably priced accommodations. Convenience, the cost of staying in the city in which the CCGSD business will occur, and proximity to other venues on the Personnel's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed, except in the case of elective room-sharing by staff members. Should staff choose to share accommodations, it must be pre-approved by a supervisor.

11. Meals/Per Diems

Personnel traveling on behalf of CCGSD are reimbursed for the reasonable and actual cost of meals (including tips) subject to a maximum per diem meal allowance of \$45 (\$10 breakfast, \$15 lunch and \$20 supper) per day. Per diems may not be used for alcohol and cannot be claimed when food is provided at a conference or event. In addition, reasonable and necessary gratuities that are not covered under the per diem may be reimbursed.

12. Ground Transportation

Employees are expected to use the most economical ground transportation appropriate in the circumstances and should generally use the following, in this order of desirability:

- **Courtesy Cars:** Many hotels have courtesy cars, which will take you to and from the airport at no charge. The hotel will generally have a well-marked courtesy phone at the airport if this service is available. Employees should take advantage of this free service whenever possible.
- **Airport Shuttle or Bus:** Airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports such services are as quick as a taxi



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and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.

- **Uber/Lyft:** Uber and Lyft are the preferred mode of individual travel. Tips are not necessary in these cases and will not be covered by CCGSD. All electronic receipts must be submitted.
- **Taxis:** When the foregoing options are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. A taxi may also be the most economical mode of transportation between an individual's home and the airport.
- **Rental Vehicles:** Pre-approval, in writing, from the Office Manager is required to rent a vehicle while travelling. The cost of a rental vehicle must be demonstrated to be less costly than alternative methods of transportation.

13. Personal Cars

Personnel are compensated for use of their personal vehicles when used for CCGSD business at a rate of \$0.40/km. In the case of Personnel using their personal vehicles to take a trip that would normally be made by air or rail, i.e., Ottawa to Toronto, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare unless it is a case of group travel and/or CCGSD product transportation.

14. Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on CCGSD business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

15. Entertainment and Business Meetings

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are pre-approved by the Executive Director or President. Detailed documentation for any such expense must be provided, including:

- a) date and place of entertainment;
- b) nature of expense;
- c) names, titles and corporate affiliation of those entertained;



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- d) a complete description of the business purpose for the activity including the specific business matter discussed;
- e) vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable); and
- f) alcohol, provided that the alcohol expenditure amount must be pre-approved by a supervisor.

16. Non-Reimbursable Expenditures

CCGSD maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by CCGSD. Expenses that are not reimbursable include, but are not limited to:

- a) travel insurance;
- b) where accommodations have been arranged by CCGSD and Personnel elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by CCGSD and there shall be no reimbursement for transportation between the alternate accommodations and the meeting site;
- c) limousine travel;
- d) movies, liquor or bar costs (see exception on alcohol at business meetings, above);
- e) membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization;
- f) participation in or attendance at golf, tennis or sporting events, without the advance approval of the Executive Director or President;
- g) purchase of golf clubs or any other sporting equipment;
- h) spa or fitness expenses;
- i) clothing;
- j) business conferences and entertainment which are not approved by the Executive Director or President; and
- k) toiletries.

17. PRE-PAYMENT: COMPANY CREDIT CARD OR PETTY CASH



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Personnel must make a reasonable effort to ensure that all travel expenses are paid prior to departure. The credit card is available through the Office Manager and Executive Director for accommodation, air fare, and rail expenses, as well as per diem and other expected expenses in certain cases. Staff may also request an advance of per diem's and expected expenses through petty cash; however, if appropriate receipts are not provided, staff will be required to repay the expenses (unless a good faith statement is approved by a supervisor/manager).

18. REVIEW OF POLICY

This policy will be reviewed at least every two years and recommendations for amendments will be considered by the Board of Directors.