

Expense Policy

POLICY

General

1. The Institute will reimburse its Directors, Committee Members and others on Institute business (collectively, volunteers) and Institute staff for their reasonable out-of-pocket expenses incurred as a result of participating in approved Institute activities and falling within the provisions of this policy. Volunteers and Institute staff are collectively referred to hereafter as Claimants.
2. Claims must be made using the Institute claim expense form. Claims may be submitted to the Institute electronically; however, a photocopy of original receipts must be included.
3. Legitimate expenses under \$25.00 in total including tax and gratuity do not require receipts.
4. All expenses must be calculated in Canadian currency and include the conversion rate of a foreign currency, if applicable. Completed expense claim forms must be submitted for approval (a) by volunteers to the appropriate Institute staff contact and (b) by staff to their immediate supervisors.
5. Expense claim forms should be prepared as soon as possible upon completion of the related travel or occurrence of the expense, but at a minimum not later than the end of the following month.
6. A claim not falling clearly within the guidelines may be discussed with and, if satisfactory explanation is provided, approved by the President & CEO. The President & CEO will advise the Board of Directors of unresolved claims.
7. The Claimant should not incur excessive costs through imprudent spending.

Transportation, Meals and Incidentals

8. **Air**
Air travel for long distance flights, defined as any flight that exceeds four hours from time of scheduled departure until scheduled time of arrival, including connecting flights, qualify for one business class fare. Substitution of the one business class fare will be permitted to allow spouses and/or children to travel with Claimants on such occasions but in no event is the cost to the Institute to exceed the equivalent of a single business class fare. All other air travel will qualify for economy flights.

Wherever possible, airfares are to be booked in a timeframe to take advantage of discounted fares.

9. **Loyalty Programs**

Claimants may retain loyalty points earned while travelling on Institute business. However, travel plans should not be altered to accumulate additional loyalty points, or to use upgrade or companion travel certificates, if doing so results in a higher cost to the Institute.

10. **Rail**

Claimants have the option to choose train travel, providing the travel cost does not exceed the overall total cost of the lowest reasonable airfare and associated ground transportation to the same destination.

11. **Personal Automobile Use**

Reimbursement for use of a personal automobile on Institute business is made in accordance with the CRA Automobile Allowance Rate. Receipts are not required but information documenting the distance between departure point and destination must be provided. Claims must not exceed the equivalent lowest reasonable airfare and associated ground transportation to the same destination.

12. **Rental Vehicles**

Claimants have the option to rent automobiles when costs are more economical than using other methods of ground transportation. If personal and business travel are combined, personal rental costs are not reimbursable and the amounts claimed should be appropriately prorated between personal and business costs.

The Institute will reimburse the rental cost of a medium sized vehicle. A larger size vehicle may be rented if three or more individuals are being transported.

Claimants are required to purchase appropriate collision and liability insurance from the rental agency. The Institute will reimburse the cost of the insurance purchased through the rental agency.

Claimants are required to inspect the rental vehicle for damage prior to driving off the rental property. In the event of an accident, the rental company must be notified.

13. **Airport Parking and Mileage**

Airport parking and mileage for a personal automobile are reimbursable up to the lower of either parking and mileage or the cost of the return ground transportation fare using taxis or limousine service. If the duration of a trip on Institute business will be several days, Claimants should evaluate whether modes of ground transportation other than personal automobile would be more economical.

14. **Hotels**

The Institute will reimburse the cost of a regular hotel room when overnight accommodation is required. Claimants are expected to stay at the designated hotels where the Institute has negotiated a preferred corporate rate. Claimants who book accommodation at an alternate hotel will be reimbursed at the lesser of the amount paid or the equivalent of the Institute's preferred corporate rate.

Accommodation is provided for the number of nights necessary to participate in the Institute event for which the Claimant is travelling. Those who wish to extend their stay before or after the event may do so at their own expense. There is no guarantee that the Institute's preferred corporate rates will be available pre and post event.

15. **Meals**

The following reimbursement will be made for meals consumed while on Institute business. Meal maximums* include all food and beverages, but not tax or gratuities:

Breakfast	– maximum \$27.00
Lunch	– maximum \$35.00
Dinner	– maximum \$65.00

Except as noted in the policy, receipts must accompany all items claimed as these rates are not per diem.

* At Institute sanctioned functions, the President & CEO or the Treasurer can authorize amounts in excess of the maximums noted above.

16. Telephone and Internet Usage

Costs for reasonable and necessary local and long distance telephone calls and internet usage, associated with Institute business, will be reimbursed.

Insurance

17. Health Insurance

Volunteers and Institute staff travelling to the U.S. and international destinations on Institute business are not allowed to travel without adequate health insurance. All Institute staff members are covered by emergency out-of-country insurance. Volunteers should check any existing coverage they may have to ensure that it includes out of country coverage. If not, they are required to purchase sufficient health insurance coverage. The Institute will reimburse the costs incurred. The Institute is not responsible for out-of-country medical expenses and if a volunteer incurs medical costs while travelling out of the country, the instructions on the insurance coverage purchased should be followed.

Miscellaneous Expenses

18. Tips/Gratuities

Reasonable gratuities for porters, maids, concierge and skycaps at airports will be reimbursed. Supporting documentation is not required for costs under \$25.

19. Laundry Service

In the event of an emergency situation, or where a trip involves four nights or more hotel accommodation, reasonable and necessary laundry expenses may be claimed.

Exceptions

20. The Institute recognizes that, under some circumstances, exceptions to the expense policy may be justified. A brief note explaining why there was a deviation from this policy should accompany the Institute expense claim form. Any exceptions will be reviewed on a case-by-case basis by the appropriate Institute staff contact, but will not be considered a precedent.

Interpretation

21. Interpretation of the provisions of this expense policy will be made by Institute.

Board of Directors
December 1, 2016