

1. PURPOSE

Travel expenses submitted for reimbursement must be necessary to the conduct of the Canadian Partnership Against Cancer (Partnership) business, be consistent with Treasury Board Guidelines and aligned to the principles of integrity, fiscal prudence, accountability, transparency, economical and efficient use of public funds and values and ethics that apply to all Partnership expenditures.

This policy is aligned to the guiding principles listed below:

- The use of alternative meeting formats such as remote or hybrid should always be considered in lieu of in-person travel, where appropriate.
- The Partnership is committed to diversity, equity, inclusion, and reconciliation with Indigenous peoples which is actioned in its travel procedures.
- Individuals representing the Partnership will exercise integrity and prudence in incurring travel expenses.
- Consideration of individual circumstances in the implementation of this policy will be balanced with the stewardship of public funds.

2. SCOPE

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

3. RESPONSIBILITIES

All travelers must:

- Comply with the policy and procedures and are expected to exercise good business judgement when making travel plans and determining what is necessary and reasonable.
- Obtain pre-approval.
- Travel by the most economical and efficient means.
- Submit complete and accurate expense claims, in a timely manner, for approval.

Management (CEO, Vice Presidents, Directors, Managers) must:

- Ensure pre-approval was obtained before any expenses are incurred.
- Review and approve all expense claims submitted by travelers on business pertaining to their area of responsibility.
- Ensure compliance with the Partnership policy and procedures for travel, including employee safety and wellbeing, and the appropriateness and reasonableness of expenditures.
- Review the policy for appropriate types and levels of expenses, as well as the per diem rates from time to time to ensure full reimbursement of your expenses.

4. ALLOWABLE TRAVEL EXPENSES

The Partnership recognizes the following as business-related travel expenses:

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 with standard seat selection and one checked bag. Travelers are responsible for their own flight insurance. Bookings shall be made as far in advance as possible to ensure the lowest available airfares appropriate to itineraries. Any exceptions to domestic air travel must be fully documented in writing and pre-approved by a Vice President or CEO.

Business class air travel must not be booked unless pre-approved in writing by the CEO and will be limited to such circumstances as health reasons, business imperatives, or other circumstances deemed appropriate. Where available, business class air fares may be authorized for international travel outside North America. Refer to Section 5 International Travel for further details.

Delays, cancellations, changes

There may be instances where a traveler incurs flight delays due to weather or airline overbooking or needs to change or cancel their travel due to illness, family emergencies or on a rare occasion when a meeting is cut short or extended. The traveler must notify their travel arranger or the approving vice-president, director, or manager, immediately regarding any changes to approved travel plans.

In the case of cancellations and changes requested by the traveler, only change fees deemed reasonable for legitimate authorized Partnership purposes will be eligible for reimbursement. Cancellations and changes can result in significant additional costs to the Partnership so these should not be made for minor schedule adjustments. Prior to any additional fees being charged, the travel provider will seek approval from the Manager, Administration before officially making any changes.

Detailed reason(s) for additional costs or fees related to cancellations and changes must be provided with the expense claim. Charges without additional justification to the change will not be reimbursed until provided.

All cancellations including flights, accommodations, rail, and rental vehicles should be made through the Partnership's preferred travel provider. If changes are made directly with a supplier or vendor e.g., Air Canada, the traveler should notify the Partnership's travel provider to assist with proper accounts and reporting. Cancelled travel booked through the Partnership's preferred travel provider converts to a travel credit which is held for traveler for 6 months and then is added to credit bank and can be reused by any traveler.

Travelers who receive compensation from the airline for a flight delay are expected to use the funds to cover any additional expenses incurred as a result of the delay. If these funds do not cover all reasonable expenses, the Partnership will reimburse the difference in costs that are allowable under the Travel Policy. Travel vouchers received must be used by the traveler for business travel on behalf of the Partnership.

Rail Travel

The standard for rail travel is economy class. Business rail is permitted when it is deemed to be more cost-effective (e.g. business includes meals, snacks, beverages, etc.) and/or for convenience (e.g., ability to work while in transit).

Car Rental/Personal Vehicles

When a traveler is using a rental vehicle or their personal vehicle for Partnership business, the traveler must:

- Have a valid driver's license and have adequate insurance for their own protection and that of any passengers.
- Not be impaired in any way.

Car Rental

All rental cars should be mid-size unless otherwise authorized in writing for reasons such as safety, number of travelers, or the specific needs of a traveler. The traveler must purchase collision/loss damage insurance with any vehicle rental, which will be fully reimbursed along with the rental.

Personal Vehicle

Use of personal vehicles for Partnership-related travel will be reimbursed at the per kilometer rates outlined in the Travel Reimbursement Schedule.

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) should be claimed for reimbursement.

The Partnership assumes no financial responsibility for privately owned vehicles used for Partnership-related travel other than paying the per kilometer rate.

It is the responsibility of the vehicle owner to carry adequate insurance coverage for their own protection and that of any passengers. Insurance coverage will not be reimbursed.

Parking, tolls, and other ground transportation

Bridge, ferry and highway tolls, public transit, accommodations/hotel and airport shuttle fees, taxis and reasonable parking fees paid while driving on the Partnership business will be reimbursed.

Ride-sharing services (including a tip that does not exceed 18%) are reimbursable. “Surge” or “Premium” pricing will not be reimbursed. Pre-booked ride-sharing services will only be reimbursed when circumstances require it, and approval must be asked for and answered in writing. Where an airport limousine service with a fixed flat fee is more economical than a taxi or ride-sharing company (e.g., Uber or Lyft), these expenses will be reimbursed.

Meal Allowances and Incidental Expenses

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 (usually breakfast and lunch), or as part of airline/railway travel. Alcohol will not be reimbursed under any circumstances. Per diem rates are reimbursed according to the Travel Reimbursement Schedule.

When international travel is required, the per diem may be adjusted based on National Joint Council Directive to reflect higher costs outside Canada and the United States. See Administration for rates.

Rates for meals and incidental expense allowances will be adjusted on a regular basis to be consistent with Treasury Board rates.

Incidental travel expenses such as gratuities (should not exceed 18%), business and personal phone calls, internet and voicemail access and currency exchange fees, small snacks, and drinks, etc. are reimbursed through the incidental expense allowance.

Travelers are eligible to claim the incidental allowance per overnight stay.

Accommodation

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, travelers may stay in the conference hotel but should request any discounted rate associated with the convention/conference.

When a traveler 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.

Airbnb or other rental-by-owner type accommodations can be considered if a suitable hotel is not available. Travelers must exercise caution when using these types of accommodation to ensure they are located in a safe environment, conveniently located, and comfortably equipped.

Traveler Support

The Partnership recognizes that some travelers may require a support person to accompany them when they are asked to travel for Partnership business events and may require reimbursement for expenses that are not ordinarily covered by this policy. Written requests for reimbursement of these expenses must be submitted in advance of any travel/accommodation for consideration by the CEO.

5. International Travel (Including United States)

An International Travel Request Form must be completed by the traveler and approved by the CEO well in advance of all international travel; this applies to anyone travelling from inside Canada to a destination outside Canada and anyone travelling from outside Canada to a destination within Canada. A request for international travel should be made well in advance to account for the approval process and to ensure estimates do not have to be increased at the time of booking.

All travelers 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. Partnership's Travel Provider

Travel arrangements/reservations should be made with the Partnership's designated travel provider 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 CPAC staff travelling together (plane/train/car) to the same location/meeting/event, consideration should be given to the Partnership's business continuity needs and different dates and times and groupings of staff should be utilized to meet these needs (e.g., the CEO and all VP's cannot travel together).

8. Documentation of Travel Expenses

- Original receipts are required to be retained by the traveler for 3 months following submission of an expense claim. Receipts for meals and incidental expense per diems are not required.
- Scan or photograph legible receipts and ensure the scanned image is a complete, clear, and accurate representation of the original receipt. It is the responsibility of the traveler to ensure receipts are legible and if not to request a new copy or a written receipt with a printed company name or logo. The claimant must ensure that the scanned image is successfully attached to the expense claim upon submission.
- When a receipt has been lost or misplaced and the expense is greater than \$25, a Missing Receipt Affidavit must be completed and approved. The reimbursement will be paid at the discretion of the Partnership.

- 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.
- Discretion should be exercised in approving expenses, and if required, the rationale for the approval of something outside this policy and/or an extraordinary circumstance must be documented in writing and must accompany the Expense Claim Form when seeking approval for the claim.
- 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 traveler has not and will not seek reimbursement from any other source.

9. Insurance

It is the responsibility of travelers to ensure they have adequate travel insurance coverage and will not be reimbursed by the Partnership.

10. Travel Procedures

The Travel Procedures should be used to assist travelers with their travel needs. The Procedures provide greater detail about the above sections and include procedures which will enable the traveler to plan and book travel and/or accommodation with ease and according to the Partnerships requirements.

11. Exclusions

The items in this section will not be reimbursed under any circumstances:

- alcohol
- traffic violations
- parking tickets
- health club fees
- laundry costs
- minibar expenses
- in-room movies or other personal entertainment items
- expenses related to personal travel

RELATED DOCUMENTS

Government of Canada National Joint Council Travel Directive

Hospitality Policy

Diversity, Equity and Inclusion and Reconciliation (DEI and Reconciliation) Policy

Delegations of Authority

Code of Conduct

Guidelines for Electronic Submission of Expense Reimbursement

Travel Policy Roles and Responsibilities

Travel Procedures

Travel Reimbursement Schedule