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| CANet - Policies and Procedures | CANet Travel Expense Reimbursement Policy |
| Approved: October 22, 2015 | To be reviewed: Rates updated: July 2017 |

Purpose

This document establishes policies and procedures, as mandated by the Networks of Centres of Excellence (NCE), for Cardiac Arrhythmia Network of Canada (CANet or the Network) investigators, committee members, invitees, employees and consultants (the Traveler) to follow when incurring business travel and/or entertainment expenses on the Network's behalf.

Objectives:

- To provide a clear and consistent understanding of policies and procedures for business travel and entertainment.
- Provide travelers on Network business with a reasonable level of service and comfort at the lowest possible cost.
- Maximize CANet's ability to negotiate discounted rates with preferred suppliers for the purpose of reducing overall Network travel expenses.

Sources

<http://www.njc-cnm.gc.ca/directive/index.php?sid=97&hl=1&lang=eng>
<Http://www.njc-cnm.gc.ca/directive/index.php?sid=98&hl=1&lang=eng>

Scope

This travel policy applies to all CANet Network Investigators, committee members, trainees, invitees, employees and consultants.

Responsibility and Enforcement

The Traveler is responsible for complying with the Travel Expense Reimbursement policy. CANet will approve and process all business travel and entertainment expense requests that comply with the policy. The Network's Scientific Director/CEO and Executive Director may make exceptions to this policy at their discretion. The Traveler is encouraged to submit reimbursement claims within 15 working days and not later than 2 months from completion of the trip. After that date, the CANet Traveler will be eligible for a maximum of 50% of the eligible expenses claimed. Reimbursement for travel undertaken in March of any given year must be submitted no later than April 10th of that year to ensure inclusion in fiscal year end reports.

In some instances, a specialized travel policy may be designed for specific individual events, such as CANet's Annual Scientific Conference and workshops. In such cases, the unique terms of the separate policy will prevail.



Reimbursements submitted for approval will be reviewed against the policy by the Financial Officer of CANet and approved by the Managing Director and may be rejected if the expenses are not consistent with eligible expenses or exceed eligible limits for reimbursement of the CANet policy. Travelers will be informed in writing by CANet office of any changes to reimbursement.

Faxes, credit card receipts, or photocopies will not be accepted

Original boarding passes must accompany airfare or public travel expenses. If original receipts for major costs are lost, destroyed, or stolen, an attestation form (provided by CANet) must be signed by the Traveler and approved by the Managing Director before the claim is processed.

Travel Expense Reimbursement Policy questions

Questions regarding this policy should be directed to finance@canet-nce.ca.

Travel Authorization

Authorization to travel comes from the Scientific Director/CEO and/or the Executive Director.

Travel Arrangements

Travel arrangements are preferred to be made through CANet's representing travel agency - FCM travel. To guarantee travelers are eligible for reimbursement for personal bookings, the CANet office must be notified at the time of booking.

Reservation Procedures

Once authorization has been received for travel and CANet has been notified, the Traveler is responsible for booking his or her own travel in compliance with the Network's Travel Expense Reimbursement policy.

Emergency/En Route Changes

In the event of an emergency or itinerary change during travel, the Traveler should contact the Network's Travel Agent. Toll-free 24-hour emergency phone numbers will be used for changes outside of normal business hours.

Traveler Profiles

All travelers expecting to travel more than once per year should submit a completed traveler profile form to the Network's Travel Agent to ensure that pertinent details and preferences are adhered to in the reservation process. The Traveler is responsible for informing the Network's Travel Agent of all relevant personal travel information changes.

Passports and Visas

The Traveler is responsible for carrying valid travel documents for the duration of the planned trip. Travelers must carry a valid passport, birth certificate and any necessary visas whenever traveling internationally (including the continental USA). The Network's Travel Agent will be able to assist in obtaining required visas.

Spouse/Companion Travel

CANet will not reimburse travel, accommodation or entertainment expenses incurred by a spouse or other individual accompanying the Traveler unless the spouse or person accompanying the Traveler is also traveling on CANet business.

Non-Business Related Travel Time

Additional non-business related days should be considered as the Traveler's personal allotted holiday/vacation. Expenses incurred during these personal, non-business-related days will be at the expense of the Traveler.

Air Travel

Making Air Travel Reservations

Travelers are expected to book economy airfare when booking air travel; this means Air Canada flex fare or lower, or equivalent from another airline. Business-class domestic air travel is not allowed. CANet will not reimburse travelers for personal items lost or damaged while travelling on business, nor will CANet replace lost or damaged personal items. The Traveler must address any such claims with the responsible airline. CANet does not reimburse individuals who choose to use personal frequent flyer miles.

Trip cancellation insurance will not be purchased unless the Traveler has a real possibility of cancellation due to medical or personal (vulnerable family situation) reasons. CANet will only pay baggage fees if the first bag is NOT free; otherwise this is not covered by CANet as part of the flight costs.

Travelers must make travel arrangements well in advance whenever possible for all business travel. Air travel reservations must be made at least 15 business days in advance. Travelers booking flights which do not comply with the policy will be reimbursed at the value of the lowest cost economy/coach class carrier with guaranteed seating fare available 15 business days prior to travel. CANet does not cover airfare change fees or any other travel or accommodation change fees or resulting additional costs over and above the original ticketing, booking or travel arrangement costs.

Travelers are encouraged to be flexible in planning the travel itinerary. The following parameters represent reasonable limits that should be considered:

- Travel stops: Routing requires no more than one additional interim stop each way. Wherever possible, preference for direct flights will be arranged for patient participants.
- Travel time: Routing does not increase the one-way total elapsed trip time (origin to destination) by more than 2 hours.
- Time window: Departure should be no more than three (3) hours before or after requested time. Arrival should never be later than the requested arrival time at final destination.
- Limit: Savings must be at least the equivalent of CAD \$100 each way or CAD \$200 per trip to offset schedule inconvenience.

No preference will be allowed with respect to carrier or travel awards program. Should the Traveler request a preferred carrier, the Traveler will be responsible for the incremental cost (if >\$200 CAD) of the flight.

Financial Compensation

Any financial compensation offered for whatever reason by travel service suppliers (airlines, hotels, car rental companies, etc.) will not be retainable.

Unused/Voided Airline Tickets

The Traveler must inform the Network's Travel Agent of any unused electronic tickets. Unused electronic tickets will be held as a credit for the Traveler's next trip.

Lost or Stolen Airline Tickets

Immediately upon discovery of a lost/stolen ticket, the Traveler must notify the Network's Travel Agent and await instructions.



All Travel Payment Procedures

All approved travel for Network business will be paid for by CANet. If the Traveler elects to travel in a class beyond what this policy provides for, then the Traveler will pay the incremental cost directly by credit card with the Network's Travel Agent.

Rental Car

Making Rental Car Reservations

Rental car reservations must be made through the Network's preferred travel agent. Depending on the number of people traveling and the expected total mileage, the appropriate class will be determined by the Network's Travel Agent at the time of reservation.

Preferred Rental Car Suppliers

The Network's Travel Agent will have the information about the preferred rental car suppliers throughout the world. Only reputable car rental suppliers will be considered for reimbursement.

Rental Car Insurance

All car rentals must have appropriate and adequate insurance. Rental car insurance may be included on rental cars through the rental car supplier. Furthermore, the traveler's credit card may have an insurance program covering all car rentals charged on the card. Travelers are responsible to check with the Network's Travel Agent on insurance arrangements regarding their rental.

Rental Car Accidents

In the event that a rental car accident may occur, the Traveler should tend to the medical needs of any injured occupants and then immediately contact:

- The rental car company, following the guidelines on the rental agreement
- The CANet office or immediate supervisor (for CANet employees)
- The credit card insurance company (if applicable)
- The Network's Travel Agent

Rental Car Cancellation Procedures

Travelers are responsible for cancelling rental car reservations and must contact the Network's Travel Agent. Travelers should request and record the cancellation number in case of billing disputes.

Returning Rental Cars

Every reasonable effort must be made to return the rental car with a full tank of fuel. If your car rental will need to exceed the anticipated return date given at the time of rental, you should contact the rental agency or the Network's preferred travel agent.

Other Transportation

Reimbursement for Personal Car Usage

The use of a private vehicle is allowed if it is more practical and/or economical than airplane or train. In addition to the mileage rate¹, charges for toll-roads, ferries, bridges, tunnels and parking may be claimed. Travelers are advised that the Network assumes no additional financial responsibility. Travelers should carry adequate insurance and are further advised that, in the event of an accident, the Network assumes no financial responsibility for the deductible amounts related to comprehensive or collision coverage.

¹ Value is taken from provincial/territorial reimbursement rates (<http://www.cra-arc.gc.ca/travelcosts/>)



In the interests of safe driving, travelers shall not be expected to drive more than:

- 250 kilometres after having worked a full day;
- 350 kilometres after having worked one-half day;
- 500 kilometres on any day when the traveler has not worked.

The maximum for all expenses while travelling by car, including accommodation and meals, must not exceed the equivalent of economy class air travel plus normal ground transportation costs. Travelers choosing to travel by car when other modes of travel are more economical will be reimbursed the equivalent of the least expensive mode of travel. The driver can provide google maps directions to prove distance driven on mileage claims. Names of passengers must be shown on the claim. Passengers may not claim a mileage allowance.

Rail/Bus

Original ticket stub or equivalent, including detailed cost information is required. Traveler must book the most economical rate.

Taxi and Airport Limousines

Taxi fares and parking fees are allowable expenses. The original receipt is required. At no time should a car/driver (cab or limousine) be asked to wait for a CANet Traveler for the duration of a meeting. Car waiting fees will not be reimbursed.

Ground Transportation To and From Terminals

The most economical mode of transportation should be used to and from airports, bus and rail terminals. Travelers traveling to the same location should share ground transportation whenever possible. The Traveler is expected to select the most economical opportunity for parking, in or around a transportation terminal. The use of public transport (bus, airport shuttle) between airports and hotels is strongly advised.

Lodging

Making Hotel Reservations

CANet will reimburse accommodation starting no sooner than the night before the CANet-related business and no longer than the night after the CANet-related business. If the Traveler fails to attend an event, deems any arranged accommodations to be unsuitable without appropriate cause, or fails to cancel pre-booked accommodations (including pre-booked accommodations that have been arranged by CANet on the Traveler's behalf at least 48 hours in advance), the expenses incurred will be deemed personal expense. In the case of CANet booked accommodations, the Traveler is required to reimburse CANet for expenses incurred.

Room Guarantee

All rooms will be guaranteed for late arrival. Travelers are responsible for cancelling hotel rooms. In the case that accommodations have been arranged by CANet, the Traveler must notify the CANet Office at least 48 hours in advance of any cancellations. Travelers should request and record the cancellation number in case of billing disputes. Note that cancellation deadlines are based on the local time of the hotel.

Laundry

In instances where the Network's image could be damaged, the Traveler must contact CANet staff prior to utilizing any laundry services.



Telephone Usage

Business Phone Calls

CANet will reimburse members for Network business-related telephone calls made while traveling or at home. Travelers are asked to:

- Use the most economical method possible for placing calls
- Use personal calling cards and submit phone card bills for reimbursement
- Minimize the use of cell phone calls which incur roaming charges and direct charge phone calls from hotel rooms
- Use designated hotel internet access for accessing online resources

Meals and Entertainment

Personal Meal Expenses

Actual and reasonable costs for personal meals can be reimbursed when traveling in Canada on Network business. Itemized meal receipts paid for on behalf of a group must list all attendees. Rates are posted in **Appendix A** of this policy and are updated quarterly. Meal expenses will not be reimbursed during CANet events which include meals.

Personal Meal Expenses - International travel

Actual and reasonable costs for personal meals can be reimbursed when traveling internationally on Network business. Rates are posted in **Appendix A** of this policy and are updated quarterly.

Entertainment Expenses

No reimbursement will be allowed for entertainment expenses unless prior authorization is obtained.

Payment for Meals and Entertainment

When more than one employee is present at a business meal, the most senior level employee must pay and expense the bill. Network sponsored meals for Network participants must be paid for by the most senior CANet employee present.

Documentation Requirements

Original detailed receipts must be submitted with the expense report for any individual meal or authorized entertainment expense. In addition, business meal and authorized entertainment expenses must include the following information on the expense report:

- Name of individuals present, their titles and company name
- Name and location of where the meal or event took place
- Exact amount and date of the expense
- Specific business topics discussed

Payment Methods

Travelers are asked to pay for expenses and submit an expense report to CANet for reimbursement. Where possible, please submit expense reports to CANet within 30 days of travel or event.

Cash Advances

Travelers may request a cash advance for anticipated expenses related to business travel. Travelers are asked to contact the CANet office well in advance (45 days) of the intended travel when requesting a cash



advance. Travelers are expected to submit an expense report with all receipts detailing the costs incurred during travel and any amounts remaining/owing.

Expense Reporting

Travelers submitting a claim for reimbursement must use the most current [Travel Expense Report](#) for Non-Western Individuals (May 2013). Only forms signed by the claimant will be reimbursed.

Timing for Expense Report Completion and Submission

Travelers must file expense reports as soon as possible (within 30 days) upon completion of each trip or event. When expense costs are incurred in February or March, expense reports must be submitted on or before April 3rd to facilitate year-end processing.

Documentation Requirements

Travelers must submit the following documentation along with the expense report:

- Air/Rail – original passenger coupon, and boarding card
- Hotel – hotel folio/receipt showing a zero balance
- Car Rental – rental car receipt showing a zero balance
- Meals/Entertainment – detailed cash register receipt (restaurant tear tabs are not acceptable by themselves)
- Telephone/phone card bills

Original bills/receipts must be submitted whenever possible; photocopies will be acceptable only with an attestation form detailing explanation as to why the original is unavailable. Receipts must include the name of the vendor, location, date and the amount paid (including taxes) with the currency indicated. Credit card and Interac receipts are not acceptable for reimbursement.

NCE and non-NCE Eligible Expenses

Alcohol costs are not an eligible NCE expense. CANet will not reimburse costs for alcohol.

Converting Foreign Currencies

Expenses in foreign currencies are converted into the Traveler's home currency at the appropriate exchange rate, supported by receipts such as foreign currency exchange receipts or charge/credit card billing statements.

All expenses must be recorded in the home currency, with the currency conversion rate clearly noted on the expense report and all supporting receipts.

Currency conversion fees are reimbursable.

Other Non-Reimbursable Expenses

Travelers will NOT be reimbursed for a number of miscellaneous expenses. These include but may not be limited to:

- Barbers and hairdressers
- Movies (including hotel in-house movies)
- Optional baggage or other forms of travel insurance that the Traveler chooses to arrange for at his/her own initiative
- Parking or traffic tickets/fines
- House sitting and pet sitting costs

APPENDIX A

TRAVEL EXPENSE REIMBURSEMENT

Kilometric Rates

Effective July 1, 2017

The rates payable in cents per kilometre for the use of privately owned vehicles driven on authorized government business travel are shown below:

| Province/Territory | Cents/km (taxes included) |
|----------------------------------|--------------------------------------|
| Alberta | 45.5 |
| British Columbia | 50.5 |
| Manitoba | 47.5 |
| New Brunswick | 50.5 |
| Newfoundland and Labrador | 55.5 |
| Northwest Territories | 59.5 |
| Nova Scotia | 50.0 |
| Nunavut | 58.5 |
| Ontario | 55.5 |
| Prince Edward Island | 49.0 |
| Quebec | 50.5 |
| Saskatchewan | 46.5 |

Meals and Entertainment

Personal Meal Expenses

Actual and reasonable costs for personal meals can be reimbursed when traveling in Canada on Network business. Daily reimbursement limits are as follows:

- \$17.15 Breakfast CAD
- \$18.05 Lunch CAD
- \$45.95 Dinner CAD

Personal Meal Expenses - International travel

Actual and reasonable costs for personal meals can be reimbursed when traveling internationally on Network business. Daily reimbursement limits (in local funds) are as follows:

| | Breakfast | Lunch | Dinner | Meal Total |
|------------------|-----------|-------|--------|--------------|
| Canada (Toronto) | 17.15 | 18.05 | 45.95 | 81.15 |
| USA (Washington) | 17.15 | 18.05 | 45.95 | 81.15 |

All other allowances can be seen at:

<http://www.njc-cnm.gc.ca/directive/d10/v10/s98/en>

Travel Directive, Appendix D - Allowances