

TRAVEL EXPENSE REIMBURSEMENT POLICY

General Policy

1. The purpose of travel is to effectively advance the on-going responsibilities of TI-Canada.
2. Persons travelling to TI events should only claim expenses from TI-Canada when they would otherwise have to pay personally. They should make reasonable efforts to obtain other sources of funding. **The basic principle behind the policy is fairness to the person travelling and complete honesty and fairness by the claimant in terms of amounts claimed.**
3. Travel expenses include registration fees, accommodation and meals, as well as actual travel costs.
4. All reimbursements are subject to funds being available, which shall be determined by the Treasurer and, if necessary, the Board at the time the request is made.
5. Travel will be funded by TI-Canada when that person's attendance is seen to be a net benefit to TI-Canada, which includes attendance by Directors at the annual AGM and or the annual Retreat. While most other travel may be undertaken by the Chair, Vice Chair and Senior Advisor, we may wish to demonstrate a strong TI-Canada commitment to the subject matter of a meeting, in which other Directors may have particular expertise, or a Director may be in a position to network with others, which would be of benefit to TI-Canada, etc. In general, it is beneficial to TI-Canada for its Directors to be in personal contact with TI Secretariat personnel and other TI people around the world.
6. Any of the following guidelines may be waived by the Chair in special and unusual circumstances, in consultation with the Vice Chair and others as deemed appropriate.

Travel Reimbursement Guidelines

1. Requests for reimbursement over \$500 should be made in advance to the Chair (normally through the Senior Advisor), who may consult with the Executive Officers and others as he or she sees fit. In the case of the Chair, the request should be made to the Treasurer. Requests should include the benefits that TI-Canada and the individual will obtain from the travel. Alternatively, the Chair may request the attendance of another Director.
2. The amount reimbursed includes the following:
 - In all cases, only amounts actually paid (or portion thereof when applicable), except for car mileage at Canada Customs and Revenue Agency rate.
 - The cheapest available air (or rail) fare on a reputable airline on an advance purchase basis at the time the decision to reimburse is made. Trip cancellation insurance should be obtained and will be reimbursed. If cancellation is for non-medical reasons, TI-Canada will not reimburse cancellation fees unless there are strong mitigating circumstances. When substantial savings can be obtained on an air fare by staying at the destination for one or two additional nights, such savings should be taken advantage of whenever practicable.
 - Ground transportation between home and local airport and at destination. Public transportation should be used whenever significant savings would result, and such transportation is available and convenient. Judgment should be used to determine

- the most economical and reasonably convenient option (e.g. if two or three are travelling together, taxi may be the cheapest form of transport).
- Car rental, when necessary, but not including collision damage waiver unless it is mandatory.
 - Accommodation at comfortable and safe hotels within a reasonable distance of the event attended. TI-Canada will not reimburse for luxury hotel accommodation unless it is the only safe accommodation available or when there are compelling reasons to stay at an "official" conference hotel. For guidance only, hotels in large cities should normally be equivalent to Holiday Inns or Quality Inns in Canadian cities, rather than, for example, Four Seasons or Westin.
 - Actual expenditure on meals and other incidentals. Meals should be reasonable in price in quality restaurants based on local conditions and may include a reasonable amount for alcoholic beverages. Appropriate long distance and international telephone calls (including calls from the USA) should be made whenever possible using a credit card and/or Canada Direct to avoid enormous mark-ups that most hotels add on to such calls
 - Actual expenditures of a reasonable amount on entertaining others when such entertainment is judged to be in the best interests of TI-Canada.
 - Detailed expense reports, with supporting receipts for amounts over \$10 should be submitted for all significant expenses claimed.
3. Persons travelling on TI-Canada funded trips are entitled to keep for their own benefit any air or other reward miles earned.
 4. Persons travelling on TI-Canada business (including persons who are not funded by TI-Canada) are responsible for obtaining their own health, lost baggage, accident and life insurance and TI-Canada is not liable for any loss, injury or death that may occur to such persons, or accompanying persons. On request, TI-Canada will consider reimbursing additional insurance premiums payable solely as a result of undertaking the travel concerned.

Amendment to Travel Policy

It was **agreed** that travel for overnight flights of TI-Canada representatives could be upgraded to World Class Traveler, on a case-by-case basis.