SECTION:	FINANCES		POLICY NUMBER:	13.21
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TRAVEL, MEAL & HOSPITALITY

Purpose

To establish guidelines and procedures for reimbursing individuals for travel, meals and other reasonable expenses incurred on behalf of Deafblind and Sensory Support Network of Canada (Sensity). Sensity is committed to complying with the Broader Public Sector Accountability Act.

Policy

Sensity is committed to ensuring employees travelling on behalf of Sensity will have their eligible expenses reimbursed fairly and accurately. Sensity will reimburse those listed above for reasonable and justifiable out-of-pocket expenses incurred for business travel and performing their work responsibilities.

Procedures

1. Pre-Approval:

   It is the responsibility of the employee to obtain the approval of their supervisor prior to confirming their travel arrangements. Exceptions to this policy must be explained.

2. Travel arrangements are expected to be made using the most economical form of transportation, such as public transportation, taxi, uber, rental vehicle, train or personal vehicle. In the event you choose to use your own vehicle, you will be paid at the rates included in the policy under mileage. Employees travelling from and returning to the same destination should utilize shared travel where feasible.

3. It is the responsibility of the employee to ensure they have adequate vehicle insurance coverage when using personal vehicles for Sensity

business. Refer to Policy Drivers License & Proof of Insurance. The kilometer-based expense recovery rate is designed to include the cost of insurance for standard vehicles.

4. Employees required to use their vehicle for Sensity purposes, are expected to provide proof of their valid driver's license as part of their work with Sensity. Employees are required to immediately inform their supervisor of any changes.
5. Where the most economical method is a rental car, employees must always purchase the optional collision waiver and liability insurance offered by the rental company. Rental cars must be returned with the same amount of fuel when the rental car was picked up. Rental fees will be covered only during days engaged in Sensity business and shall be limited to a mid-range car only.
6. Employees must fill out the travel expenses claim form to claim expenses. Employees must be sure to sign and attach all original itemized receipts or invoices.
7. All expenses are to be submitted to their supervisor within 30 days.

Travel and Mileage Rates

The use of personal vehicles for Sensity business shall be reimbursed as follows.

1. Mileage

a. **For unionized employees,** refer to Collective Agreement for Travel & Mileage rates.

b. When a **non-unionized employee** uses their own vehicle when travelling the first 200 kilometers of a round trip will be reimbursed at .62 per kilometer. Any mileage above 200 kilometers will be reimbursed at .31 per kilometer.

c. Parking expenses, excluding parking tickets, may be submitted for reimbursement when carrying out work-related duties, upon production of receipts and approval. 407 and any other toll roads are not to be used as a first choice. Prior to travelling on toll roads, consideration should be given to traffic delays, time of day, and predetermined appointments. In the event of an emerging situation a reason must be noted on your expenses for use of the 407ETR.

The following rules apply to the calculation of kilometers travelled:

a. Travel will be paid based on the mileage from their usual place of work or their home, whichever is closer to their destination

b. Actual kilometers travelled must be recorded; the use of a trip meter or odometer reading is strongly advised

c. Any portion of a trip that occurs for personal reasons or other agency work is not covered

Accommodations

- Employees are required to book in the mid-price range and most economical room available.
- Only the cost of accommodations and taxes will be covered by Sensity; movie rentals, room service and mini bar purchases, etc. are considered personal expenses and shall be absorbed entirely by the employee. For clarity no incidentals will be reimbursed.

Meal Allowances

Reimbursement for meal expenses incurred will be limited to the rates set out below. These rates include taxes.

- Breakfast $15
- Lunch $20
- Dinner $30

The rates are not an allowance. The meals must be eaten to submit a claim for reimbursement with receipts. Any meals included with accommodation or as part of a conference are not eligible.

The following guidelines determine whether meal costs are covered:

(i) Breakfast will normally only be covered where the employee is required to travel out of town overnight. Breakfast meal allowances will only be paid for overnight stays, only when a complimentary breakfast is not available and only for second or subsequent days of travel.

(ii) Lunch will be covered when your work will leave you away from your normal work location for more than one (1) business day.

(iii) The dinner period is defined as an evening meal. Dinner will be covered for out of town, overnight travel as the result of Sensity business. Dinner will not normally be covered for local or area travel.

(iv) Only the costs of meals will be reimbursed. Alcohol is not eligible.

(v) Tipping for meals shall not exceed 15%.

Forms

- Admin Expense Form
- Intervenor Expense Form