

<b>FI-1 Travel and Expense Reimbursement Policy</b>	
<b>Approved:</b> October 2, 2018	<b>Approved By:</b> CEO
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<b>Monitor:</b> CEO	<b>Responsible:</b> Director, Finance

## 1. Scope

1.1. The Travel and Expense Reimbursement Policy (this "**Policy**") applies to Engineers Canada staff, operational volunteers, consultants, and contractors (collectively, "Participants") who are required to travel in the context of their employment with Engineers Canada, including to attend or participate in meetings, events, conferences, professional development or training programs ("**Events**") and who consequently incur reimbursable travel-related expenses.

## 2. Purpose

2.1. The purpose of this Policy is to establish a clear framework for reimbursement of travel-related expenses and to ensure Participants have a clear understanding of the guidelines, policies and procedures around travel and the incursion of travel-related expenses. This includes defining the kind and method of business travel that is considered appropriate, in what circumstances pre-approval is required and how travel-related expenses should be claimed.

## 3. Policy

- 3.1. Engineers Canada will reimburse legitimate and reasonable expenses that Participants incur for travel to and attendance at Events.
- 3.2. Participants' travel to and attendance at Events must be considered directly related to the Participants' position at Engineers Canada and must be considered reasonable at the discretion of the direct supervisor. Engineers Canada will not reimburse any activities which do not have a legitimate business purpose.
- 3.3. Any travel within Canada must be pre-approved by the Participants' direct supervisor prior to any travel arrangements, unless the travel is already included in Engineers Canada's approved budget.
- 3.4. For international travel, pre-approval by the Chief Executive Officer ("**CEO**") shall be required for all Participants before making travel arrangements, unless the travel is already included in Engineers Canada's approved budget.
- 3.5. Participants shall follow the standards set out in the Acceptable Travel-Related Expenses (Appendix "A").

- 3.6. Expenses must have been personally incurred by the Participants. Participants may not request reimbursement on behalf of another individual.
- 3.7. Participants should neither gain nor lose personally as a result of incurring travel-related expenses.
- 3.8. Participants are expected to exercise good business judgement when determining travel plans and must take care to minimize costs and avoid overspending. Participants may not incur any unreasonable or otherwise frivolous expenses.
- 3.9. Engineers Canada complies with Accessibility for Ontarians with Disabilities Act and is committed to inclusion of individuals with disabilities.

#### **4. Expense Reimbursement**

- 4.1. Travel-related expenses will be reimbursed within thirty (30) days of receipt of the approved expense claim when proper documentation, including a completed Expense Claim Form and itemized receipts, as applicable, have been provided.
- 4.2. Claims should be made within fourteen (14) days of incurring the expenses. Engineers Canada will not reimburse claims received more than three (3) months from the date the expense was incurred.

#### **5. Compliance**

- 5.1. Participants are individually responsible for complying with this Policy. Any expense incurred in contravention of this Policy may be determined, in Engineers Canada's sole discretion, non-reimbursable.

#### **6. Definitions**

- 6.1. **Travel-related expenses** include costs associated with travelling to an Event, meals, accommodations and other incidentals incurred by Participants when they are outside the Engineers Canada offices on Engineers Canada business.
- 6.2. **Operational volunteers** are Engineers Canada volunteers who are not appointed by the Engineers Canada Board.

#### **7. Policy Supports**

- 7.1. [Expense Claim Form](#)
- 7.2. Acceptable Travel Expenses (Appendix "A")

#### **8. Related Resources**

- 8.1. FI- 3 Corporate Credit Card Policy
- 8.2. FI-5 Financial Signing Authority & Responsibility Policy

**Appendix "A"**  
**Acceptable Travel-Related Expenses**

1. The following standards should be followed when planning travel and incurring travel-related expenses. Participants travelling for business purposes shall generally travel by the most economical and efficient means available.
2. Personal Vehicles
  - 2.1. Participants who travel by personal vehicle may claim the kilometric rate in effect at the time of travel or the equivalent of the total travel costs of economy airfare, whichever is less. Engineers Canada is not responsible or liable for any costs or damages incurred above and beyond the rate per kilometer reimbursement. It is the responsibility of Participants to ensure adequate insurance coverage for business use of personal vehicles.
3. Rental Vehicles
  - 3.1. Participants may travel by rental vehicle when it is more cost-effective or efficient than air, train, taxis or personal vehicles (e.g. short trips, or where sharing makes renting a vehicle more attractive), including:
    - Where taxi/limousine service is not available or cost effective; or
    - Location of the Event is not easily accessible from a major airport; or
    - Large quantities or materials are being delivered to an Event location by Participants.
  - 3.2. Participants who travel by rental vehicle shall be reimbursed for collision insurance and gasoline. The approved car rental category is mid-size, although free upgrades are permitted. When necessary, larger vehicles or vehicles with special requirements may be rented to transport excess baggage OR large items such as displays, OR to accommodate medical reasons.
4. Air Travel
  - 4.1. Tickets should be purchased as early as possible to take advantage of the lowest fares.
  - 4.2. Lowest Economy class airfare that allows for one piece of checked luggage should be used where available and practical, except in situations where it is necessary to purchase a different class of service for example because it is anticipated or likely that Participants will need to refund, change or cancel the ticket, and the cost of doing so would exceed the difference between the lowest economy class fare and the other fare.
  - 4.3. When flying time is six (6) hours or more for any single leg of the trip, purchasing lowest business class fare is permitted.
5. Rail Travel

- 5.1. Tickets should be purchased as early as possible to take advantage of the lowest fares.
- 5.2. The standard for rail travel is business class.
6. Accommodations
  - 6.1. Reasonable expenses for accommodations and parking may be claimed.
  - 6.2. When private accommodation is provided to Participants without charge, a gift of appreciation other than cash to the host may be provided, with the pre-approval of the direct supervisor. The maximum value of such gift is fifty dollars (\$50) per night.
7. Meals
  - 7.1. Meal costs (including incidental expenses) will be reimbursed by a meal allowance in accordance with the current [Canadian Government guidelines](#). Receipts are not required.
  - 7.2. If a meal is included in the cost of an event, transportation or accommodation (e.g. if breakfast is provided as part of a conference), Participants will not be reimbursed.
  - 7.3. Exceptions can be granted in limited circumstances depending on location of travel.
8. Entertainment
  - 8.1. If it is reasonable and necessary to host or entertain others at an Event or in respect of Engineers Canada business, the most senior Engineers Canada employee in attendance shall pay the costs of the entertainment. In such cases, it must be clearly indicated on the expense claim the names and affiliations of the individuals hosted and the purpose for hosting.
9. Spousal or Partner Travel
  - 9.1. Expenses for partners or guests of Participants will generally not be reimbursed.
10. Childcare expenses
  - 10.1. Reasonable additional expenses for childcare services are reimbursed when such services are specifically required by Participants travelling on Engineers Canada business.
11. Combining Personal with Business Travel
  - 11.1. Personal travel may be combined with Engineers Canada business travel provided there is no additional cost to Engineers Canada.