

Section 205-11—Travel Policy

Date of Adoption: February 20, 2002

Motion #

Date of Latest Amendment: February 8, 2007

Motion # 4903

It is the policy of Engineers Canada to reimburse volunteers and staff for all reasonable expenses incurred while on Engineers Canada business, where prior authorization has been obtained.

Payment is limited to out-of-pocket expenses actually incurred as demonstrated through vouchers and within the limits outlined below. Whenever possible, claims should be made within 14 days of travel and Engineers Canada will reimburse travelers within 30 days of receipt. Travelers will have up to one year to file reimbursement of travel expenses from the date travel took place. Engineers Canada will not be responsible for expenses filed beyond the one-year period.

EXPENSE GUIDELINES

Coverage and limits:

Members: All reasonable expenses incurred while traveling on Engineers Canada business will be reimbursed. Partners' expenses will be reimbursed for attendance at the Engineers Canada annual general meeting only. In addition, expenses for partners will be covered whenever a Board member attends a function as the official designate of the President or Chief Executive Officer where partners are invited. Expenses incurred to attend meetings of the constituent member association for which a Board member is the appointed director are not the responsibility of Engineers Canada.

President of the Board and Chief Executive Officer: All reasonable expenses incurred while traveling on Engineers Canada business will be reimbursed. Business Class airfare is acceptable for flights with a total daily travel time of at least six hours. Expenses for partners will be covered when the President and/or Chief Executive Officer (or their official designate) attend a function where partners are invited.

Engineers Canada Standing Committee Chairs: All reasonable expenses incurred while traveling on Engineers Canada business will be reimbursed. Travel expenses to attend the Engineers Canada annual general meeting, November Board meeting or other Board meetings where attendance is required, will be reimbursed. Partners' expenses will be reimbursed for attendance at the Engineers Canada annual general meeting only.

Engineers Canada Committee Members: All reasonable expenses incurred while traveling on Engineers Canada business will be reimbursed. Committee members are all volunteers of Engineers Canada's standing Boards (Accreditation Board, Qualifications Board), committees and/or task forces of the standing Boards or committees and/or task forces of the Engineers Canada Board.

Association Presidents and Executive Directors: Travel costs for attendance at Engineers Canada meetings are the responsibility of the home associations. Engineers Canada will provide assistance to the association Presidents and executive directors, upon request, in the following circumstances:



Executive Directors (Applies to attendance at specific Chief Executive Officers Group meetings only):

For the 3rd meeting of the Chief Executive Officer's Group in a calendar year, Engineers Canada will reimburse airfare only for one representative from each of the following constituent member associations: APEY, NAPEG, Engineers PEI and PEGNL. Out of pocket expenses are the responsibility of the sponsored association. The maximum airfare reimbursed will be based on economy fare. For the 4th meeting of the Chief Executive Officers Group, Engineers Canada will reimburse one representative from each of the following associations: APEY, NAPEG, Engineers PEI and PEGNL the cost of airfare and hotel accommodations. Engineers Canada will reimburse airfare for one representative from each of the following associations: APEGS, APEGM, Engineers and Geoscientists New Brunswick and Engineers Nova Scotia. Out of pocket expenses are the responsibility of the sponsored association. The maximum airfare reimbursed will be based on economy fare.

Association Presidents (Applies to attendance at the Engineers Canada Annual and Semi-Annual Meetings): Engineers Canada will reimburse APEY, NAPEG, Engineers PEI and PEGNL, travel and hotel accommodation expenses in excess of \$1,500 for the association President of those associations to attend the annual and semi-annual meetings of Engineers Canada. The maximum airfare reimbursed will be based on economy fare.

Observers at Accreditation Board, Qualifications Board and other Engineers Canada meetings: Travel costs for attendance at Engineers Canada meetings for the above mentioned provincial representatives are the responsibility of the home associations.

Observers at Annual NCEES Zone Meetings: Engineers Canada will reimburse APEY, NAPEG, Engineers PEI and PEGNL, for actual travel and hotel accommodation expenses to a maximum of \$2,000 for one representative to attend the annual NCEES Zone meeting. Engineers Canada will reimburse APEGS, APEGM, Engineers and Geoscientists New Brunswick, and Engineers Nova Scotia for actual travel and hotel accommodation expenses to a maximum of \$1,000 for one representative to attend the annual NCEES Zone meeting. Reimbursement will be conditional upon the association council expressing interest in provincial/state mobility.

Engineers Canada Staff: All reasonable expenses incurred while traveling on Engineers Canada business. Travel shall generally be conducted in the most economical and efficient means available and subject to approval by the delegated signing officer.

TRANSPORTATION:

Air Travel:

- Class of Fare: Full economy air fare is the maximum amount payable for travel in Canada and Continental US. Business class airfare is acceptable for overseas flights with a direct flying time of at least 6 hours. Original travel vouchers for airline tickets are to accompany the expense claim form.

Travelers are encouraged to take advantage of discounted flights whenever possible, in order to minimize costs. Engineers Canada appreciates all efforts made in this regard.



- Destination of Travel: Only the minimum requisite travel will be reimbursed (i.e. no additional flights other than direct arrival and return with necessary stopovers) unless alternative arrangements have been approved.
- Cancellation insurance: If purchased with a seat sale ticket, cancellation insurance is also eligible for reimbursement. A voucher is required.

Rail Travel:

- First class train fare is the maximum amount payable. Original travel vouchers for train tickets are to accompany the expense claim form.

Automobile Travel:

Taxis/Airport Limousine Service:

- All reasonable expenses for taxis and/or airport limousines used while traveling on Engineers Canada business will be reimbursed upon receipt of supporting vouchers.

Personal Vehicle:

- Personal vehicles may be used when overall economy is ensured.
- Travelers are reimbursed the kilometric rate in effect at the time of travel. This kilometric rate is intended to cover the costs of operating the vehicle, including gasoline.
- The kilometric rate will be reviewed and amended as required in January each year. The basis for calculating the kilometric rate will be the average of all of the mileage rates paid in each province and territory of Canada for employees of the federal public service.
- Travelers who choose to travel by private vehicle may claim the kilometric rate in effect at the time of travel or the equivalent of the total travel cost of economy airfare, whichever is less. Additional travel expenses incurred because of the election to use a private vehicle may not be claimed unless the use of private vehicle is clearly justified.

Car Rental:

- Car rentals will be reimbursed only in non-routine travel situations. Such instances would include:
- taxi/limousine service is not available or cost effective,
- location of the meeting is not easily accessible via public transportation from a major airport,
- large quantities of materials are being delivered to a meeting location



by the traveler, or

- in instances where it is more economical to use instead of other means of transportation – ie short trips, or where sharing makes this alternative more attractive
- Where a car rental is authorized, maximum reimbursement shall be for a mid size vehicle. Original travel vouchers for rental cars are to accompany the expense claim form.
- Engineers Canada will reimburse for collision insurance and gasoline.
- Traffic violations incurred while traveling on Engineers Canada business are not eligible for reimbursement.
- Should travelers, due to personal preference, opt to rent a vehicle instead of using other means of transport, the maximum amount payable will be the equivalent of taxi fare to and from the airport to the hotel where the meeting is being held.

Vehicle travel – Other Expenses

- All parking and toll claims when vehicle travel has been authorized will be reimbursed when accompanied by original receipts.

HOTEL OR PRIVATE ACCOMMODATION

- Hotel Accommodation: Travelers will be advised when group rates are secured for meetings. Original hotel invoice should be attached to the expense claim.
- Private Accommodation: If the traveler makes arrangements to reside in accommodation other than in a hotel, reasonable expenses will be reimbursed provided the overall expenses do not exceed the cost of hotel accommodation as secured through Engineers Canada group rates, if applicable.

MEALS

- Reasonable expenses for meals while traveling on Engineers Canada business, including taxes and tips will be reimbursed. Receipts for all meals expenses incurred directly by the traveler must accompany the expense claim for reimbursement.
- Engineers Canada does not provide a per diem allowance.

TRAVEL AND MEDICAL INSURANCE

Engineers Canada will reimburse travelers who are traveling internationally for any additional medical coverage purchased to ensure medical protection while on Engineers Canada business. Costs for shots required for international travel will also be reimbursed. Receipts are required.

Each year Engineers Canada secures a travel accident insurance policy that covers all Engineers Canada volunteers and staff. The policy covers any debilitating injury sustained while traveling on business anywhere in the world. The principle coverage is \$500,000 for loss of life, and factors of this for varying injuries. Additional coverage details include:



- Any person under the age of 75 years old is covered for any travel that is considered related to the business of Engineers Canada. The coverage starts from the time the individual leaves his/her home or office, whichever is last, to the time he/she returns to home or office, whichever is first.
- The coverage is limited to those traveling as passengers on any aircraft having a current airworthiness certificate. There is no coverage for those who would be piloting or a crew member of the aircraft. In other words, coverage is not extended to anyone who chooses to use their own aircraft.
- Any claim must be presented to the insurer by Engineers Canada within 30 days of the accident. A claim must have medical evidence from a licensed physician selected by Engineers Canada and be in agreement with a licensed physician as selected by the insurer.

OTHER

- Claims for other reasonable expenses must be identified and are to be accompanied by original receipts.
- Child Care expenses – Reasonable additional expenses for child care services are reimbursed upon submission of receipts when such services are specifically required by persons travelling on Engineers Canada business. The maximum amount payable to any traveler in a calendar year shall be limited to \$1,500.
- Gifts in lieu of accommodation or meal – If a traveler makes arrangements for private accommodation or meals, a gift may be to the host in lieu of the costs of the hotel or restaurant meal. The value maximum value of the gift in lieu is \$50 per night to a maximum of \$100 and shall be reimbursed upon submission of receipts.

TRAVEL EXPENSE CLAIM ADMINISTRATION:

- Engineers Canada has delegated signing authority for approval of travel expenses for volunteers and staff to a number of senior staff members as well as the Engineers Canada President as per the Engineers Canada Financial Commitments Policy and the associated Delegation of Financial Signing Authority Chart. All travel expense claims must be approved by authorized representatives of Engineers Canada prior to payment.
- Where a request for reimbursement of expenses contains expenses not explicitly addressed in the Travel Expense policy, a detailed explanation of the expense is requested. Based on the information provided, the delegated signing officer will make a decision with respect to the request. It is in the best interest of the traveler to obtain authorization for such expenses prior to incurring them whenever possible.

- All expense claims and supporting documentation should be forwarded to:

Engineers Canada
Attention: Finance Department
1100-180 Elgin Street
Ottawa, ON K2P 2K3

e-mail: finance@engineerscanada.ca



Tel: (613) 232-2474 ext. 271

Fax: (613) 230-5759

- For easy access the Engineers Canada expense claim form is posted on the Engineers Canada Web site www.engineerscanada.ca. A complete copy of this policy document is also posted along with the form.

Engineers Canada staff with the support of the Finance Committee will undertake a review of the travel policy every two years. Proposed revisions to the policy will be subject to approval of the Engineers Canada Board.

