



## Landscape of Grand Pré Inc.— Le Paysage de Grand-Pré inc.

### Travel and Expense Claim Policy and Procedures

Policy Sponsor:	Governance and Nominating Committee
Policy Contact:	Executive Director
Effective Date:	2020-01-23
Approval:	Board of Directors <u>Resolution 20BOD.JAN23.009</u>
Approval Date:	2020-01-23
Review Date:	Every 3 years

#### 1. Purpose

To establish benchmark and procedures for reimbursing travel and out-of-pocket Corporation activity expenses incurred by Corporation directors, employees, committee members and volunteers.

#### 2. Roles and Responsibilities

##### a) Board of Directors

The Board of Directors is responsible for approving this policy and any changes thereof. Prior Board approval is required for all international travel by the Corporation directors, employees and committee members.

##### b) Chair of the Board

Prior approval of the Chair of the Board is required for all travel by the Executive Director of the Corporation, except for travel in Kings County, Nova Scotia. The Chair is required to review and approve travel expense claims submitted by the Executive Director.

The Chair is responsible for authorizing travel requests by directors of the Corporation when such travel is not related to meetings or activities organized by the Corporation.

c) Executive Director

The Executive Director is required to review and approve all travel expense claims submitted by directors, committee members and volunteers.

The Executive Director is required to approve all travel requests by committee members and volunteers when travel is not related to meetings or activities organized by the Corporation.

### 3. General policy statements

This policy applies to all travel and expense reimbursements authorized by the Corporation.

The Board Chair and Executive Director are responsible for the administration of this policy and are authorized to obtain clarification regarding any travel and expense claim. They have the authority to approve, reject or return claims as appropriate to ensure compliance with this policy.

All travel-related expenses are to be incurred with the objective of obtaining best value for the Corporation.

Alcohol-related expenses will not be reimbursed.

The Corporation will reimburse directors, employees, committee members, and volunteers for reasonable expenses related to travel.

The Corporation will reimburse member representatives' travel expenses to attend member meetings when the Member Organization is unable to cover these costs.

All travel and reimbursement of expenses must be for a legitimate activity supporting the mandate of the Corporation in order to qualify for reimbursement.

Reimbursement of travel-related expenses will occur only after the trip has been completed.

Reimbursements will be made in Canadian dollars regardless of which currency was used to pay expenses.

Any exceptions to this policy must have the written approval of the Board Chair.

The Government of Nova Scotia Travel Policy will apply when questions arise that are not covered in the following Travel Expense Reimbursement Procedures.

### 4. Travel Expense Reimbursement Procedures

a) Meals

The following meal allowances, including gratuities, are approved by the Corporation. Receipts are not required.

- Breakfast - \$15.00
- Lunch - \$15.00

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- Dinner - \$30.00
- Incidental expenses - \$5.00, as per Government of Nova Scotia Travel Policy

When travel for LGPI business begins before 7:00 a.m., breakfast may be claimed. When the person travelling does not return to his or her residence before 6:30 p.m., dinner may be claimed.

For meetings where meals are provided, or where meals are provided by the hotel, the meal expense may not be claimed.

b) Accommodations

Reimbursement for hotels, motels and other accommodations should be limited to reasonable amounts and are not to exceed the single occupancy rate.

Accommodations for one night before or one night after a meeting or event is acceptable if required for meeting/event logistics.

When a traveller chooses to use private accommodations (friends and relatives), a maximum of \$40.00 per night may be claimed.

Original receipts issued by accommodation providers must be submitted.

Early booking of rooms is required when possible.

A standard room must be selected when available.

c) Vehicle rentals

The rental of a vehicle may be authorized by the ED prior to travel when this method of transportation is less expensive than the use of a personal vehicle, or when the use of a personal vehicle is not possible. Vehicle rentals are to be limited to an economy, compact, mid-sized, standard, or full-sized vehicles or minivans, depending on travel requirements.

Travellers are required to purchase adequate insurance when renting a vehicle.

Insurance costs are eligible for reimbursement. Other equipment and services (e.g., GPS, roadside assistance protection) are not eligible for reimbursement by the Corporation.

Fuel, highway tolls and parking fees will be reimbursed with the submission of receipts.

d) Taxis

Taxi fares required for business will be reimbursed.

Receipts are required for reimbursement of taxi fares.

e) Use of personal vehicles

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Travellers using a private vehicle on Corporation business may claim reimbursement for kilometres travelled.

The website Google Maps <http://www.google.ca/maps> may be used to calculate and document the distance between locations. Origin and destination location addresses must be indicated in the claim.

The Corporation will not reimburse parking and traffic violation tickets and penalties.

The per kilometre rate for the use of a personal vehicle on Corporation business is the rate set from time to time by the Province of Nova Scotia for government workers:

<https://beta.novascotia.ca/sites/default/files/documents/1-1520/kilometrage-and-transportation-allowance-rates-government-and-public-sector-body-employees-en.pdf>.

Highway tolls and parking fees will be reimbursed with the submission of receipts.

Standard personal vehicle insurance may not provide coverage for travel on Corporation business. Travellers driving privately owned vehicles must ensure their vehicle is insured while travelling on Corporation business. An additional premium for business use may apply and any costs for this premium or losses arising from personal vehicle use (e.g., damage deductible, loss of personal effects, increased premiums due to accidents while on Corporation business) will not be reimbursed by the Corporation.

### f) Air travel

Once air travel approval has been received, reservations should be made at the earliest possible opportunity to secure the most economical fare.

Additional fees will not be covered unless requested by the Corporation.

Flight change fees will not be covered unless requested by the Corporation.

Third-party booking fees will not be covered by the Corporation.

Travel expense claims for air travel will be reimbursed at actual costs up to an amount not exceeding economy rates travelling by the most direct and least expensive route. Additional fare costs incurred for stopovers, which are not related to Corporation business, will not be reimbursed.

All claims for air travel must be supported by the claimant's copy of the airline ticket and boarding pass or other supporting documentation. If the trip was booked through a travel agency, a receipt issued by the travel agency must be attached. The receipt must identify the type of fare purchased and all applicable taxes.

The Corporation will not reimburse travel expenses supported only with travel agency invoices or credit card statements/transaction receipts.

The Corporation will reimburse the cost of flight cancellation insurance.

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The Corporation will reimburse the cost for one checked baggage charged by the airline.

The Corporation will not reimburse claimants for any travel points or the equivalent value of any points used in booking travel. However, the Corporation will reimburse the associated fees and taxes which a claimant incurred as an expense in using travel points.

When international travel is authorized for Corporation business, the necessary documentation such as visa, inoculations, vaccinations, X-rays and health clearance certification will be reimbursed when required by Health Canada and not covered by provincial health care.

Fees related to the acquisition of passports will not be reimbursed.

### 5. Reimbursement Procedure

Travel and expense claims may be submitted electronically or in paper form.

In completing the Travel and Expense Claim Form, travellers are to provide specific details relating to the travel and other expenses as required. In cases where insufficient detail is provided, the Corporation may request clarification and corrections prior to processing the claim.

Reimbursement requests should be submitted at least monthly to facilitate financial control and reporting. Original receipts are to be submitted with the claim (scanned copies of original receipts are acceptable if submitting a digital claim). Reimbursements will be made in Canadian dollars. The person submitting a claim will calculate and provide documentation of any foreign currency conversions which can be obtained through the site OANDA <http://www.oanda.com/currency/converter/> or by providing a copy of a credit card bill listing the actual conversion rate changed. A printout of the OANDA currency conversion must be attached to the receipt, indicating the exchange rate and currency conversion for the date on which the expense was incurred.

All travel expense claims are subject to review and adjustment, after payment, as the result of an audit.

#### a) Missing receipts and unsupported amounts

If receipts for claimed expenses are not available, the claimant must provide a written justification for the claim.

#### b) Exceptions

Any exceptions to the procedures associated with this policy must have the written approval of the Executive Director.