

## Section 18: Travel

<b>Travel Disbursements</b>	<b>18-01.01</b>
Section 18: Travel	Department: Finance
Source Reference: Waabnoong Internal, Nogdawindamin and Sudbury-Manitoulin Children's Aid Society policy manual	

### **POLICY:**

When requirements are met, Niijaansinaanik Child and Family Services employees will be reimbursed for approved expenses incurred while traveling on Agency business.

### **PROCEDURE:**

1. Only reasonable expenses will be reimbursed based on authorized Travel Expense Claims.
2. Employees will be reimbursed based on approved Board rates as outlined in Appendix B.
3. Travel should always be arranged to be the most cost effective for the Agency. Employees should use the most direct route and the most economical transportation, taking into consideration travel time, expense, absence from the office and convenience.
4. Employees will only be reimbursed travel costs for training when the training is pre-approved by the Agency.
5. Employees must complete a Travel Expense Claim Form for travel expense and submit to their immediate Supervisor for review and approval. All expenses submitted are requires to include the following information:
  - a) Departure and destination locations
  - b) Reason for travel
  - c) CPIN Case and Person ID for client being supported
  - d) All receipts to support additional expenses, which are not included under mileage, meals, or incidentals.
6. The Supervisor will authorize all Travel Expense Claim Forms and forward it to the Finance Department for Processing by the 1<sup>st</sup> and 15<sup>th</sup> of each month, in accordance with the Authority to Purchase Goods and Services Policy#13-01.01.
7. The Finance Clerk will review the authorized Travel Expense Claim to verify that it meets all Travel Policy requirements. Should a Travel Expense Claim be amended, the Finance Clerk will notify the Finance Supervisor, Supervisor and employee and provide a copy of the amended claim to them.

<b>Travel Advances</b>		<b>18-01.02</b>
Section 18: Travel	Department: Finance	
Source Reference: Waabnoong Internal, Nogdawindamin and Sudbury-Manitoulin Children's Aid Society policy manual		

**POLICY:**

Nijjaansinaanik Child and Family Services travel advances may be issued to alleviate the need for employees to use their personal funds travel expenses incurred on Agency business. Travel advance requests must be approved and submitted two weeks prior to the departure date, unless there is unexpected travel.

**PROCEDURE:**

1. The employee must complete a Request for Payment Form a minimum of two weeks prior to the departure date. The form will include estimated kilometres, meals and incidentals for the duration of the trip.
2. The employee will forward the Request for Payment Form to their immediate Supervisor for approval.
3. The Supervisor will approve the Travel Advance Request Form in accordance with the Authority to Purchase Goods and Services Policy#13-01.01, and forward to the Finance Department.
4. The Finance Clerk will issue the travel advance in accordance with the Cheque Processing Policy #17-01.02.
5. Within two business days of the travel for which the employee was advanced funds, the employee is required to submit a Travel Expense Claim Form to their Supervisor for approval. The Supervisor is to review and approve the Travel Expense Claim Form within three business days and submit to the Finance Department indicating that the employee received an advance for the related travel.
6. Upon receipt of the Travel Expense Claim form, the Finance Clerk will use the Travel Advance Reconciliation Form to reconcile the advance against the claim. Any amounts owing will be paid on the next travel claim processing, which occurs after the 1<sup>st</sup> and 15<sup>th</sup> of every month. Any amounts owing will be recovered from future Travel Expense Claims or a cheque will be requested to reimburse the Agency based on the circumstances, which will be determined and requested by the Finance Supervisor.
7. The Finance Clerk will send a list of outstanding Employee Travel Advances to the Finance Supervisor for review weekly. The Finance Supervisor will follow up with the responsible Supervisor for the Travel Expense Claim Form.

8. On occasion, unexpected travel may be required and an immediate travel advance will be granted with exception made to the two-week processing period. The employee must provide an explanation for the exception. The Supervisor must authorize the advance and provide a rationale for the exception on the Request for Payment Form.

<b>Vehicle Travel</b>		<b>18-01.03</b>
Section 18: Travel	Department: Finance	
Source Reference: Waabnoong Internal, Nogdawindamin and Sudbury-Manitoulin Children's Aid Society policy manual		

## **POLICY:**

Whenever Nijjaansinaanik Child and Family Services personnel are traveling outside of the district the most economical means of travel must be considered. Mileage rates must be considered in conjunction with the cost of renting a vehicle and using an Agency Fleet Vehicle when determining the most economical means of travel. In most situations, the most economical means of travel would be either a Car Rental or an Agency Fleet Vehicle.

## **PROCEDURE:**

### **1. Car Rental**

When it is deemed that a rental vehicle is the most economical, the employee will complete a Travel Booking Form and send it to their direct Supervisor for approval. Once approved, the Supervisor will send the form to the Executive Assistant to the Executive Director, who will reserve a vehicle based on need:

- i. One (1) or two (2) people, minimal cargo – standard size car
- ii. One (1) or two (2) people, cargo exceeding regular trunk space – minivan with seats removed
- iii. Three (3) or four (4) people – full size car
- iv. Five (5) to seven (7) people – minivan.
- v. Any other vehicle class must be pre-approved by the Manager of Finance/Designate.

### **2. Car rental is completed on-line by the Executive Assistant, who is to:**

- a) Provide the Finance Department with copies of all confirmation letters for car rental.
- b) Prior to the Rental Company agreeing to release its vehicle to the driver, the driver of the rental vehicle must:
  - i. Provide Agency identification verifying that they are a representative of Nijjaansinaanik Child and Family Services.
  - ii. Provide a valid Class G Driver's License.
- c) Prior to accepting a rental vehicle, the driver must:
  - i. Conduct a visual inspection of the exterior and interior of the vehicle.
  - ii. Note any damages and report these to the rental agent.
  - iii. **DECLINE** the Loss Damage Waiver and all other insurance coverage; the agency carries a non-owned vehicle insurance policy that covers these options.
- d) Before returning the vehicle, the driver must:

- i. Inspect the vehicle and record any damage.
- ii. If returning the vehicle during the rental company's operating hours, accompany the rental agent when they conduct the vehicle inspection.
- iii. Note any damages or disagreements and report these to the Finance Supervisor or designate.

### 3. Group Travel

- a) When a group of Agency personnel/representatives must travel out of our jurisdiction in either a rental or personal vehicle, the Agency's non-smoking Policy will apply.
- b) Should any group of employees be travelling to the same destination for the same purpose, and any individual chooses to take their own vehicle as opposed to travelling with the group, the employee does so at their own expense. No compensation or rental vehicle will be provided.

### 4. Personal Vehicle for Out of Jurisdiction Travel

- a) Should an employee choose to use their personal vehicle rather than a rental vehicle when the Agency deems that a rental vehicle or Agency vehicle is appropriate, the employee shall be reimbursed \$50 per day plus gas expense.

### 5. Other Travel

- a) All other forms of travel will only be approved on an individual basis in consultation with the Finance Supervisor/Designate. Circumstances that warrant such travel will be assessed on an individual basis and approved by the applicable Senior Manager.
- b) If bus, train or air travel is warranted then the responsible person will make the arrangements. A Travel Confirmation Sheet shall be completed and provided to the Finance Department (original) and the traveler (copy).

<b>Meals</b>	<b>18-01.04</b>
Section 18: Travel	Department: Finance
Source Reference: Waabnoong Internal, Nogdawindamin and Sudbury-Manitoulin Children's Aid Society policy manual	

**POLICY:**

Niijaansinaanik Child and Family Services Employees who are required to travel on Agency business will be reimbursed for meals incurred during travel business based on rates approved by the Board of Directors.

**PROCEDURE:**

The following limitations apply to the reimbursement of meals:

- a) An allowance for breakfast will be paid if the employee is required to commence travel before 7:30 a.m.
- b) An allowance for lunch will be paid if the employee is required to remain away from or required to remain in the Agency office between the hours of 12:00 noon and 1:00 p.m. due to travel or unplanned work arrangements, unless lunch is provided.
  - i. Employees are encouraged to flex their time to accommodate a lunch break. Employees who elect on their own accord to remain in the office during the lunch break will not be reimbursed for a meal;
  - ii. Lunches claimed for supervision meetings at the employee's normal place of employment will not be reimbursed, unless the supervision meeting is a working lunch meeting with no opportunity to flex lunch hour.
- c) An allowance for supper will be paid if an employee is required to remain away from or required to remain in the Agency office after 6:00 p.m. due to travel or unplanned work arrangements, unless supper is provided.
  - i. Employees who elect on their own accord to remain in the office after 6:00 p.m. will not be reimbursed for a meal. Employees who are flexing their schedule to work an evening must include a supper break. Supper meals are not provided in these instances.
- d) Employees will not be reimbursed for meals if they are included as part of a meeting or event and the employee decides to eat elsewhere unless the meal does not accommodate their specific dietary restrictions.
- e) If meals are bought for a client, receipts must be submitted for reimbursement. And the CPIN Case Number provided. Employees are responsible for purchasing their own meals and will include meals on their Travel Expense Claim as per the

Travel Disbursement policy #18-01.01. Senior Management is authorized to purchase meals aside from their own.

- f) Costs for alcoholic beverages will not be reimbursed at any time.
- g) When an employee is on Agency business and weather prohibits them from returning to their workplace, meal expenses will be paid. Refer to Policy #28-03.02 Inclement Weather

<b>Accommodations</b>		<b>18-01.05</b>
Section 18: Travel	Department: Finance	
Source Reference: Waabnoong Internal, Nogdawindamin and Sudbury-Manitoulin Children's Aid Society policy manual		

**POLICY:**

Accommodation costs will be paid for employees who are required to travel on Nijjaansinaanik Child and Family Services business and must stay overnight.

**PROCEDURE:**

The following steps must be taken to book hotel rooms:

1. The employee will complete a Travel Request Form and forward it to their Supervisor for authorization.
2. The Supervisor will authorize the Travel Request Form and forward it to the Executive Assistant to the Executive Director
3. The Executive Assistant to the Executive Director will book and pay the room on the Agency credit card and record the hotel confirmation number on the Travel Request Form.

The following applies to the use of accommodations during travel:

4. If an employee requests another hotel and the rates are the same or lower, this will be considered, assessed and approved by the assigned Supervisor.
5. If an employee requests another hotel and the rates are higher, the rate difference must be paid by the employee;
6. If an employee elects to stay at private accommodations during travel, an allowance will be paid to the employee at the rate approved by the Board of Directors as outlined in Appendix B.
7. The meeting or event must start at or before 10:00 a.m. or finish after 7:00 p.m. and travel is 150 kilometres or more one way.
8. Personal expenses incurred at the hotel are the responsibility of the employee
9. When an employee is on Agency business and weather prohibits them from returning to their workplace, accommodations will be reimbursed with a receipt. Refer to Policy #28-03.02 Inclement Weather.
10. To cancel accommodations, the employee must notify their Supervisor immediately, who is responsible to notify the Executive Assistant to the Executive Director so that the room can be cancelled at no cost to the Agency.



<b>Other Travel Expenses</b>	<b>18-01.06</b>
Section 18: Travel	Department: Finance
Source Reference: Waabnoong Internal, Nogdawindamin and Sudbury-Manitoulin Children's Aid Society policy manual	

**POLICY:**

Other Travel Expenses will be paid for employees who are required to travel on Nijjaansinaanik Child and Family Services business.

**PROCEDURE:**

1. The following applies to Other Travel Expenses incurred during travel:
  - a) An allowance for incidental expenses will be paid to employees who are required to stay away from their homes at the rate approved by the board in Appendix B. This applies to each night in the alternate accommodations;
  - b) Other purchases and payments relating to Agency business will be reimbursed upon provision of valid receipts, e.g., taxi, parking, client needs;
  - c) When valid travel expenses have involved U.S. currency, the exchange rate will be calculated at the rate in effect on the date of repayment;
  - d) If a credit card receipt verifies an exchange rate paid or payable by the employee, that exchange rate will apply.
2. The employee must attach receipts for all Other Travel Expenses, excluding the incidental allowance when their travel claim is submitted to approval to their Supervisor.
3. If an employee pays an expense in U.S. currency, the employee must note the U.S. currency on the Travel Expense Claim.