

Policy and Procedure

Title:	Travel Authorization and Expenses
Policy Number:	04.008
Effective Date:	March 29, 2007
Revised Date:	December 9, 2016
Approving Body:	President and CEO
Authority:	CancerCare Manitoba Act
Responsible Officer:	President and CEO
Delegate:	
Contact:	Director, Finance Department
Applicable to:	CCMB Community

1.0 **BACKGROUND:**

Not Applicable

2.0 **PURPOSE:**

- 2.1 To ensure that travel to conduct business on behalf of CCMB is consistent with the objectives of the organization.
- 2.2 To specify the nature and amount of travel assistance provided and to ensure that travel expenses incurred are appropriate.
- 2.3 To facilitate the payment and reimbursement of travel expenses to all eligible CCMB employees and individuals including but not limited to volunteers, students, residents, researchers, contracted individuals, CCMB President and CEO, and the CCMB Board of Directors and Board Chair.

3.0 **DEFINITIONS:**

Not Applicable

4.0 **POLICY:**

4.1 **Travel Approval**

- 4.1.1 **Routine Day Travel within the City or Province:** Authorization for routine day travel within the city or province for standard business activities will be as per service procedures established within the department.
- 4.1.2 **Overnight Travel within the Province:** The supervisor of the staff member who will be traveling must pre-approve the travel and anticipated expenses. Routine business activities (such as site visits) may be pre-approved by means of a monthly travel schedule, rather than individual trips, if this is more conducive to efficient functioning of the department. Any travel trip that will exceed five (5) consecutive working days requires the pre-authorization of the Chief Executive Officer or designate.
- 4.1.3 **All Out-of-Province Travel:** The supervisor of the staff member who will

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be traveling and the Chief Executive Officer must pre-approve all out-of-province travel.

- 4.2 **Corporate Travel Company:** All air travel will be booked through CCMB's designated travel company. Requests for reimbursement for air travel not booked through CCMB's corporate travel company may be denied.
- 4.3 **Financial Authorization:** The person responsible for the operating or grant budget against which the costs associated with the travel are to be charged, must approve the expenditure, along with the Director of Finance, and Chief Executive Officer (if applicable).
- 4.4 **Reimbursement Approval:** All requests for reimbursement must be signed by the claimant and approved by a person who is an organizational level above that of the claimant (normally the person to whom the claimant reports).

5.0 **PROCEDURE:**

- 5.1 **Pre-Authorization Requirements:** All travel as specified in 4.1.2 and 4.1.3, except for routine business activities approved via a monthly schedule, is to be pre-authorized through the "Request for Travel and Funding Approval" form (Appendix A). The form should be completed at least three weeks in advance of the travel date. Expense reimbursement may be denied if pre-authorization is not obtained. Once all required approval signatures are obtained, Finance will issue a travel purchase order number. This number is to be referenced on all supplier invoices, accountable advances, or travel expense reports in order for payment to be made.

Please note that requests for travel time only, where no cost to the organization will be incurred, do not need to be forwarded to Finance for the issuance of a travel purchase order number. The person(s) approving the time taken should keep these forms on file for audit purposes.

- 5.2 **Prepaid Expenses:** Where practical, CCMB will prepay the costs of airfare and conference registration.
- 5.3 **Original Receipts:** Unless otherwise specified, the traveler must submit original, detailed receipts for all travel expenses in order to substantiate a claim for reimbursement and to reconcile a travel advance (if applicable).
- 5.4 **Expense Report:** Monthly expense reports are to be completed, authorized and forwarded to Finance no later than five working days after month end. All other travel expense claim forms are to be completed, authorized and forwarded to Finance within five working days after completion of a specifically authorized trip. All supporting documentation must be attached to the expense report, including a copy of the "Request for travel and Funding Approval" form, if applicable.

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6.0 **GUIDELINES:**

- 6.1 **Collective Agreements:** For staff covered under a collective agreement, the terms of the respective collective agreements related to travel override corresponding provisions contained herein.
- 6.2 **Air Travel:** Except for short journeys and when the use of a car will usually be more economical, the least expensive available air travel is the only accepted method of transportation, booked through CCMB's designated travel company. Travel is to be by the shortest direct route, and advantage should be taken of return ticket rates and special fares. Flight cancellation insurance is an optional, but allowable expense.

There will be instances where an additional night(s) will significantly reduce the cost of the airfare. Authorization for the extended stay will be granted by the supervisor if the airfare discount is equal to or greater than the additional costs to extend the stay. Consideration shall be given to the opportunity cost of the employee being absent from work and is at the discretion of the supervisor. The traveler is responsible for providing proof of the savings at the time the request for travel is made.

Reasonable expenses related to ground transportation to and from the airport, (i.e. parking costs at the airport, taxi costs) will be reimbursed upon submission of original receipts.

- 6.3 **Vehicle Travel:** This form of transportation may be authorized where, in the opinion of the supervisor, vehicle travel is more economical and practical. Personal vehicle use is allowable providing the mileage costs do not exceed economy airfare for the same distance of travel. When an employee uses his/her personal automobile for travel, it is the employee's responsibility to ensure that the automobile is adequately insured for business travel. Approved Mileage Rates are shown in Appendix B.
- 6.4 **Taxi:** Taxis may be used when their use is justifiable and reasonable. Local taxi fares must be booked using CCMB's designated taxi company.
- 6.5 **Rental Cars:** Rental cars may be used when traveling on CCMB business if their use is authorized in advance by the supervisor and this method of transportation is economical and practical. Whenever possible, the cost of rental cars will be paid by CCMB directly to the supplier, via use of the purchase order system and an established account.

CCMB's general liability insurance provides legal liability and comprehensive third-party coverage for auto rentals in Canada and the U.S.A. In these cases, the additional insurance offered by the rental agency should be declined.

Reasonable amounts of insurance will be reimbursed when rental cars have been authorized for use in countries other than Canada and the U.S.A.

- 6.6 **Other Ground Transportation:** Original receipts are required for amounts over

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\$5.00. When rail travel is used, club car accommodations are acceptable for day trips. If overnight travel is necessary, roomette class accommodations may be used.

- 6.7 **Accommodation:** CCMB will authorize an employee to stay in a standard hotel room, in an establishment that is conveniently located and comfortably equipped. Use of luxury accommodation is not approved. No reimbursement is available for stay at private accommodations.

CCMB will not pay for laundry/valet service, mini-bar charges, movies, etc.

- 6.8 **Meals:** When traveling and where no overnight accommodation is required, an employee may claim the appropriate individual meal allowance supported by original detailed receipts up to the maximum amounts shown in Appendix C.

Where overnight accommodation is required the per diem allowance shown in Appendix C may be claimed for each full day with no supporting receipts required.

If the employee is traveling to a destination where the stated meal allowances/per diem are considered inadequate, additional reimbursement may be approved, provided the expenses are deemed reasonable and are supported by original, detailed receipts.

Where meals are provided at no additional cost to employees (e.g. Conferences and bed and breakfast establishments), only the appropriate individual meal allowances for meals not provided, rather than the per diem allowance, will be reimbursed.

Meal allowances are inclusive of gratuities.

Alcoholic beverages will not be reimbursed.

- 6.9 **Incidental Allowance:** Where overnight accommodation is required, an employee may claim an incidental allowance of \$4.80 for each full day of travel, with no requirement for receipts. On part days in travel status, the incidental allowance may be claimed for either the first day or last day of each absence, but not both. Note that Incidental Allowance payments are a taxable benefit.

- 6.10 **Entertainment Expenses:** Entertainment expenses will not be reimbursed unless approved in advance. Detailed, original receipts must support the claim, and an explanation as to the purpose of the entertaining and the names of the persons entertained must accompany the claim.

- 6.11 **Telephone Calls/Internet Access:** Calls that are made for CCMB business will be reimbursed either by being included with the hotel bill or by presentation of a home telephone bill. Charges for Internet access to conduct CCMB business will also be reimbursed upon presentation of original, detailed receipts and an adequate explanation as to the reason for requiring this access.

Where an employee is required to be away overnight from home, a reasonable

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number of telephone calls to family will be reimbursed.

7.0 **REFERENCES:**

- 7.1 Appendix A – CCMB Request for Travel and Funding Approval
- 7.2 Appendix B – CCMB Approved Mileage Rates
- 7.3 Appendix C – CCMB Maximum Approved Meal Per Diems
- 7.4 CCMB “Expense Reports” Policy No. 04.010
- 7.5 CCMB “Regular Review of Travel and Other Expenses Incurred by the CEO on CCMB Business” Policy No. 07.003

Policy Contact:	
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All enquiries relating to this policy should be directed to:	
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Name:	Lois Bailey
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Title/Position:	Director of Finance
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DOCUMENTATION

Policy Location:

This policy is located (hard and e-copy formats):

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| 1. | The original signed and approved policy is on file in the Executive Office, CCMB |
| 2. | The e-copy is on file in the CCMB Governing Documents Library, SharePoint |
| 3. | |

Revision History:

Date	Version	Status	Author	Summary of Changes
dd/mm/yyyy	#	Initial, Draft Final Minor/Major revision		
03/01/1995 14/01/1998 23/10/2002 01/04/2005 29/03/2007 04/08/2011 22/03/2012				
04/12/2015	8	Revision	Policy Team Finance	
09/12/2016	9	Revision	Policy Team Finance	2.3 – revised to be applicable to CCMB President and CEO and Board of Directors.
28/03/2018	9	Minor revision	S.Friedenberger	Reformatted to new template

Approvals Record:

This Policy requires approval by:

Approval Date	Name / Title	Signature
	Not required.	

FINAL APPROVAL:

Date	Name / Title	Signature
Jan 4, 2017	President and CEO, CCMB Dr. S. Navaratnam	Original signed by Dr. S. Navaratnam