TRAVEL AND EXPENSE POLICY

This policy is designed to assist employees in reporting expenses incurred while conducting [Organization Name] business activities.

[Organization Name] expects employees to act responsibly and professionally when incurring and submitting costs. The [Organization Name] travel policy applies to all positions, including but not limited to part time/occasional/contract and full-time employees.

The organization will reimburse employees for reasonable expenses on pre-approved business.

[Organization Name] does not pay for local travel to and from the office. It is intended that a consistent and equitable practice with respect to incidence and reimbursement of expenses be maintained throughout [Organization Name] Interpretation of the Travel policy will be by the [Insert Position] of [Organization Name].

POLICY

Receipts

Original receipts are required for reimbursement of all expenses. Receipts must be accompanied by a summary which outlines:

* The nature of the expense
* The names of the individuals involved
* The purpose for the expense

Expense summaries must be submitted with receipts and approved by [Insert Position]. Expense claims that do not follow this two-step level of approval will not be processed and could result in delay of payment.

All expenses and summaries must be submitted within XX days of incurring the cost for payment.

Expense Submission and Payment Guidelines

Expense submission is via [Insert Method] and approval is through [Insert Method].

Employees may submit expenses up to X times per month if necessary, but are encouraged to submit once a month whenever possible. Submission deadlines are as follows:

* 15th of the month for payment on the last day of the month
* 1st day of the month for payment on the 15th of the month

Reimbursable Expenses

The following types of expenses, if incurred in compliance with this Company policy and while on [Organization Name] research business, may be submitted for reimbursement:

* Air travel
* Airport taxes
* Baggage fees
* Business entertainment
* Car rental
* Mileage pursuant to Company business
* Printing services (for business purposes)
* Hotel accommodations
* Laundry and valet services (trips over 5 working days)
* Meals
* Public transportation (railroad, bus, business use of personal vehicle taxi/shuttle/Uber/Lyft)
* Reasonable tips/gratuities
* Business telephone calls
* Tolls and parking

Non-Reimbursable Expenses

Purely personal expenses while travelling are not reimbursable by [Organization Name]. The following is a partial listing of items that are considered non-reimbursable:

* Dues to airline clubs
* Beverages containing alcohol (any personal purchase is recommended to be placed be on a separate bill)
* Fines for traffic violations while on Company business
* Damages to an employee's vehicle while on Company business
* Loss of personal property while on Company business
* Loss of cash advance, Company paid airline tickets, or personal funds
* Excess personal baggage
* Cost of personal credit cards
* Purchase of liability insurance coverage on car rental agencies U.S. and Canada only
* Any expenditures on behalf of a terminating or transferring employee
* Purchase of life insurance during travel
* Other incidentals such as newspapers, toothbrushes, haircuts, and other products and services that would normally be expected to be consumed by the individual while not on business
* Movies, mini bar charges or other in-room entertainment
* Expenses for failure to cancel transportation or hotel reservations when appropriate notice period is provided
* Medical expenses (other than emergency care)

If you are unsure if something is eligible, err on the side of caution and obtain approval from your manager prior to incurring any costs.

Air Transportation

To optimize cost savings for [Organization Name], employees should make every effort to book the lowest fare available. Travel itineraries are based on, and in order of: Non-stop routes, [Organization Name]’s preferred carriers, lowest possible fare available at time of booking. In some cases, the cost of a layover may be more economical for the company than a non-stop flight. Please discuss this option with the project lead prior to booking.

Booking of your air travel should always be done using an [Organization Name] credit card.

[Organization Name] encourages all employees to purchase their tickets in advance whenever possible. We understand that there are many times when this is not possible but in those times when fieldwork, a meeting, conference or trade show is scheduled in the future, we suggest that you purchase airline tickets for those events early.

It is the policy to minimally book air travel 7 days prior to departure. Booking 14 days or 30 days prior to departure is recommended to optimize savings. Unused or partially used airline tickets must be returned for refund/credit within one week of trip cancellation or trip completion.

Employees may elect to upgrade travel class at any time if they personally pay the cost difference between the class fare on their ticket and the class fare desired.

Car Rentals and Personal Vehicle Use

The employee is expected to use their best judgement when selecting the method of transportation to select the most economic means of transportation.

While employees may use their personal vehicles on business trips, such factors as the employee's auto insurance coverage and potential loss of working time should be considered. Employees using their personal vehicle on Company business should carry at least $100,000 / $300,000 / $25,000 liability and personal property coverage. In such situations, the employee will be reimbursed for actual mileage:

* Round-trip, home/office to destination
* From hotel to the facility being visited and return daily

The employee will be reimbursed for the total mileage incurred at the normal reimbursement rate as then currently published by the CRA and Internal Revenue Service. All vehicle trips to [Insert Location] are required to use a rental car. Use of a personal vehicle may be selected, but no mileage will be reimbursed.

When the choice to use an employee’s personal vehicle for the week would result in 30% or more in mileage fees than renting a car, the employee must rent a car.

For example, if the employee needs to be on-site for 5 days of the week and the round trip is 100km each day, they would be eligible to receive $275 in mileage expenses. However, they could book a rental for $120 and accounting for $50 of gas expenses for the week, they would be saving $105 (or 38%). Please speak with the [Insert Position] for approval if you wish to use your personal vehicle.

Employees may elect to upgrade car classes beyond the authorized Compact size at any time if they personally pay the cost difference between the compact car rate and the desired car class.

Time permitting, refuel the rental car before returning it to the rental company.

Code of Conduct – Car Rentals and Personal Vehicle Use

* Employees who request to use the Company vehicle, while attending company business, shall submit proof of a valid Ontario driver’s licence prior to each use.
* Unauthorized use of the vehicle, use of the vehicle other than approved business purposes, illegal use/actions or other situations that ought to reasonably be known to be wrong may result in discipline, up to and including termination of employment.
* Employees must declare to [Organization Name] any current driving convictions or penalty points received.
* [Organization Name] reserves the right to inspect driving licences of staff on a regular basis.
* If an employee incurs a driving fine, including parking tickets, the responsibility for paying these fees rests with the employee.
* Disciplinary action may be initiated for employees who incur fines or penalties that are not declared or not paid.
* For Health and Safety reasons, employees are strictly prohibited from smoking in a Company or Rented Car, or their own car when being used for business purposes and/or carrying a passenger.
* Drivers are strictly prohibited from using mobile telephones (other than when using appropriate hands-free equipment) in company or rented cars, or their own vehicles while conducting [Organization Name] business. Drivers are advised to switch to a message service and/or pick up messages when taking breaks from driving.

Ride Sharing and Taxis

Ride sharing services such as Uber and Lyft are to be prioritized to minimize car service costs versus taxis. It is recommended that these services be utilized when taking an Uber or Lyft is less expensive than using the employee’s personal or rental vehicle when parking fees are considered. It is recommended that you set up a business profile in these apps to help simplify your business costs and align expense output with [Insert Software].

Limousines are not an approved source of transportation for business purposes. If employees use this service, they must pay the premium of using this service versus a similar trip using Uber/Lyft.

Public Transit

When the use of public transit is required, e.g., an employee who does not possess a driver’s licence or in dense urban centres where has potential to save hours of commute time, public transit presents a viable means of transportation. If public transit is to be used, receipts must be produced in order to be reimbursed. As a result, the use of services such as PRESTO or other card-based fare systems that allow the employee to track their trips are recommended. As with all expenses, in absence of a receipt, [Organization Name] is not required to reimburse these expenses.

Parking and Tolls

Reimbursement is provided for necessary and reasonable expenditures on parking, as well as tolls for bridges, ferries and highways, when driving on [Organization Name] business.

Employees should avoid taking toll roads whenever possible; however, full-time employees may use paid express toll routes or similar routes where use results in significant savings in staff time or mileage. Prior supervisory approval must be received. Copies of the toll route invoice must accompany the employee’s expense form in order to be reimbursed for toll charges incurred when driving a private vehicle. Bridge, ferry and highway tolls and necessary parking fees paid while driving on [Organization Name] business will be reimbursed provided detailed receipts are obtained and submitted as required.

Traffic violations and parking fines are the responsibility of the employee who was in charge of the vehicle at the time the fine was incurred. No employee will be reimbursed for penalties levied in respect of traffic violations.

Hotel Accommodations

Should there be an [Organization Name] client hotel in the area and with which we have prior arrangements, this client must be used for accommodation. Notify [Insert Name and Position], in advance, of the intention to use the hotel. Employees accommodated in the client hotel must take note of the following:

* Employees are entitled to a single queen room. Employees may not take suites or anything else that will cost more than the standard queen room.
* Employees are not permitted to order room service on the hotel bill or charge meals to the hotel bill. These are all to remain separate.
* If [Organization Name] does not have a hotel arrangement in a location, employees are to contact [Insert Name and Position] 24 hours in advance and he will arrange and pay for a hotel room for you.

Employees staying one week or longer should inquire about weekly/long term discounts.

Laundry and valet expenses are normally not allowed on trips of five working days or less. However, if laundry and valet expense is justified for business reasons in connection with trips of five working days or less, please seek approval from your manager and an explanation should be enclosed with the expense report.

Should the employee need to change or cancel the reservation, it is the employee’s responsibility to cancel the reservation in sufficient time to avoid the charge for guaranteed late arrival by calling the hotel directly.

Personal Meals

Employees must keep receipts for forwarding them to [Insert Name and Position] as support for reimbursement requests. If an employee has taken a client out to eat, the employee must write the client's name on the back of the receipt's face so that it is readable when scanned and sent to [Insert Name and Position].

Employees will be reimbursed up to a maximum of $XX per day. Alcoholic beverages are not covered. If employees incur such a cost they will be responsible for it.

If an employee travels with a spouse or partner, the employee is financially responsible for their meals. If they appear on the employee’s account, the employee should notify [Insert Name and Position] immediately so that they can adjust the expenses accordingly.

Reimbursement will not be provided for meals already included in the cost of travel, accommodation, seminars or conferences (e.g., breakfast included in hotel stay, meals on airplanes, etc.).

Tips/Gratuities

You may be reimbursed for reasonable gratuities for porter, hotel room services, meals and taxis. Keep a record of gratuities paid and where possible obtain a receipt that includes the amount of the tip.

Examples of reasonable amounts for gratuities include:

* 15% of a taxi fare
* $2-$5 for housekeeping for up to two nights in a hotel, up to $10 for a longer stay

Telecommunications

With prior approval, you may use your cell phone for business purposes and be reimbursed for charges incurred. Speak with a member of the management team to determine what is covered in your cell plan and how [Organization Name] wishes to handle long distance or roaming charges.

Wherever possible, you are expected to use the least expensive means of communication, such as internet access through the local network. If you are away on company business, reimbursement will made for:

* Reasonable, necessary personal calls home for each night away
* Business calls
* Internet connections and computer access charges
* Word processing, printing and photocopying services

Receipts will be required for all expenditures requiring reimbursement including detailed cell phone bills itemizing the charges. Reimbursement of personal calls while travelling will be limited to calls to the family home. These calls should be kept to a minimum (not to exceed one call in a 24-hour period) and identified on the expense reports as "Phone-Home".

Advances

In extenuating circumstances, [Organization Name] can provide an advance for travel expenses. Advances are kept to a minimum and limited to unusual circumstances, as the majority of travel expenditures should be booked using the [Organization Name] credit card.

Requests for advances should be made directly to the project lead and can only be approved by a partner. The amount of cash requested should be the minimum necessary to cover anticipated, reasonable, and legitimate business related out-of-pocket expenses. The amount of the travel advance must always be less than reasonably anticipated out-of-pocket expenses to avoid payback by the employee through payroll deduction. The advance will automatically be deducted from the out of pocket expenses that are submitted through [Insert Software] and the employee will be reimbursed the difference.

Travel advances must be reconciled XX business days after the Employee’s return. Failure to properly account for cash advances may result in: suspension or cancellation of cash advance privileges; and/or non-reimbursement for out-of-pocket expenditures.