

**Canadian Foundation for Governance Research
Travel, Meals & Hospitality Policy (Bertram Scholars)**

January 2018

Purpose:

This policy establishes guidelines for the reimbursement of reasonable and necessary expenses incurred by Canadian Foundation for Governance Research (CFGR) scholarship recipients. This policy supports the organization's objective of ensuring expenses are managed in a cost effective and equitable manner, and that appropriate internal controls are established and followed. All participants are required to exercise due care and prudence when making decisions in incurring expenses.

Eligible Expenses:

Travel

The following are allowable expenses for transportation required while travelling on behalf of CFGR. The safest and most practical method of transportation should be considered when making travel arrangements.

- (a) Lowest reasonable airfare available including discount and consolidator airfare but not to exceed economy class. Advance booking and seat sales should be sought where air travel is sufficiently predictable. Submission of an invoice indicating the amount and boarding passes must be submitted as proof of travel.
- (b) Train tickets not exceeding the overall total cost of the lowest reasonable airfare and associated ground transportation to the same destination. Invoice/and boarding passes must be submitted as proof of travel.
- (c) Private automobile – at the rate of \$0.50 per kilometre, to a total not to exceed the economy airfare. Traffic violations, theft of personal property, damage to a vehicle and any third party liability injury incurred is NOT reimbursable. Anyone using a personal vehicle on CFGR business must ensure they carry a minimum coverage of \$1,000,000 in third party liability insurance.
- (d) A vehicle may be rented where it is more economical than any other mode of transportation. Invoice and rental agreements must be submitted.
- (e) Taxis/Airport Limos and public transportation expense incurred for trips to and from airports, hotels or meetings. Receipts are required.

- (f) Parking – as required, and associated with the use of a personally owned or rented vehicle. Receipts are required.

Meals

The cost of meals will be reimbursed up to a maximum of \$100 per person including taxes, gratuity

Detailed receipts must be attached to support all claims made.

Hotels

Those requiring overnight accommodation on CFGR business must use a reasonable hotel at the standard rate available in the city which they are in.

Detailed hotel receipts must be submitted.

Tips

Tips are based on pre tax charges and are to be included with the service to which they relate. Supporting documentation for miscellaneous identified costs under \$10 (i.e. tips to porters, maids, concierge, etc.) are not required.

Expense claims not covered under any section of this policy must be approved by the Executive Director.

Submission of Expense Claims:

Vouchers supporting expenditures should be attached to the Expense Report Form and the expense claim should be submitted as soon as possible after the travel date to the CFGR Board Secretary (cfgr@icd.ca).

Approval of Expenses:

The Executive Director has the authority to approve travel and reimbursement of expenses claimed.