

CCMTA Travel Policy for Representatives

Purpose:

The purpose of this policy is to identify those expenses which will be reimbursed and to ensure consistent and fair treatment for representatives from jurisdictions whose expenses are reimbursed by CCMTA.

Scope:

CCMTA will reimburse expenses as outlined in this policy:

- for one official member per Program Committee/Board of Directors, per jurisdiction to attend:
 - **the CCMTA Annual Meeting**
 - **the CCMTA Program Committee Meetings**
 - **Other meetings organized by CCMTA**

Each representative will be responsible for making their own arrangements and bookings in accordance with the policy.

Allowable Expenses:

Travel

Representatives will be reimbursed for travel, based on the most economical, direct and practical route and mode of transportation to reach that destination.

Any legitimate, mandatory transportation service charges and fees, incurred while traveling, not otherwise paid (e.g. docking fees, road/bridge tolls, ferries and other transportation service charges/fees, and the standard luggage fees), will be covered by CCMTA. In addition, *standard* seat selection fee for commercial, private and/or chartered carriers (*not for preferred seating selections*).

Air

The standard for air travel is economy class or other reduced fares. It excludes first class and business class or equivalents.

Flight reservations should be made as far in advance as possible.

As per Board policy since May 2008, CCMTA will not be responsible for costs incurred as a result of travel disruptions caused by airlines (or other methods of transportation chosen), weather, or other similar circumstances.

CCMTA will not reimburse fees/costs related to:

- Any changes once the ticket has been purchased (e.g. change fees), unless the change is related to a scheduling issue emanating from CCMTA. Exceptions may apply in some cases.
- Miscellaneous charge order, for excess baggage/excess weight of baggage.
- Preferred seat selection fees

Bus/Rail

The standard for bus/rail travel is coach class or a higher standard if feasible and practical, and only if bus/rail travel is less than the cost of economy air travel.

Vehicle (and parking)

Should a representative use their personal vehicle, they will be reimbursed at a rate per kilometre or the equivalent of economy air fare, whichever is less. The rate per kilometre will be reimbursed in accordance with the rates specified in Appendix A. No receipts necessary.

Should a representative use a rental vehicle for travel from their place of residence to the meeting location, the cost of the rental car must be less than the cost of economy air fare.

If either of the above applies, parking will be reimbursed. Receipts will be required.

In-Transit Travel

Representatives will be reimbursed for costs related to transportation to and from the public carrier's terminal and the representatives' place of residence; and to and from the public carrier's terminal and the property the representative will be staying during the period of travel.

Vehicles (and parking)

Should a representative use their personal vehicle, they will be reimbursed at a rate per kilometre or the equivalent of taxi fare, whichever is less. The rate per kilometre will be reimbursed in accordance with the rates specified in Appendix A. No receipts necessary.

Parking charges shall be reimbursed where it is practical and economical to leave a private vehicle at the public carrier's terminal during the period of travel. Receipts will be required.

Taxis/Shuttles

Should a representative use the services of a taxi or shuttle, they will be reimbursed accordingly and within a reasonable and economical expense. Representatives are encouraged to use shuttle services when available. Receipts will be required.

Accommodation

The hotel government (or conference) rate (as specified in the notice of meeting or as negotiated by CCMTA staff) and applicable taxes will be reimbursed in reference to the expenses for attending the meetings. If a representative chooses to stay elsewhere and the rate is higher, CCMTA will only reimburse the rate as specified in the notice of meeting or as negotiated by CCMTA staff.

Maximum hotel nights will be reimbursed based on the length (and times) of the meeting, to arrive the night before the meeting and return the day following the meeting.

The aforementioned will apply to those who can return home within that timeframe. Exceptions may apply in some cases.

Incidentals

Meals

The representative will be reimbursed the applicable meal allowance for each breakfast, lunch and dinner while travelling. Meal allowances will be reimbursed in accordance with the rates specified in Appendix B.

A meal allowance will not be paid when the representative is provided a meal.

No receipts necessary.

Incidental expense allowance

A representative will be paid an incidental expense allowance that covers a number of miscellaneous expenses not otherwise provided for in this policy for each day of travel. Incidental expense allowance will be reimbursed in accordance with the rates specified in Appendix B.

An incidental expense allowance is meant to cover expenses incurred by the representative when travelling, such as phone calls, tips, laundry, etc.

No receipts necessary.

Meetings held within the Representatives' Province/Territory

Travel:

Vehicles (and parking)

Should a representative use their personal vehicle to attend a meeting held in the representative's province/territory place of residence, they will be reimbursed at a rate per kilometre for the actual distance travelled. The rate per kilometre will be reimbursed in accordance with the rates specified in Appendix A. No receipts necessary.

In this case, parking will be reimbursed. Receipts will be required.

Taxis/Shuttles

Should a representative use the services of a taxi or shuttle, they will be reimbursed accordingly and within a reasonable and economical expense. Receipts will be required.

Accommodations:

Accommodations expenses will only be permitted for participation at the Annual Meeting as outlined in this policy. Exceptions may apply in some cases.

Incidentals:

Meals

The representative will be reimbursed the applicable meal allowance for lunch only while attending a meeting in the representatives' province/territory place of residence. Meal allowances will be reimbursed in accordance with the rates specified in Appendix B.

A meal allowance will not be paid when the representative is provided a meal.

No receipts necessary.

Incidental expense allowance

A representative will not be reimbursed for an incidental expense.

Claims and Receipts:

Each representative must submit receipts for travel, hotel and other expenses (e.g. parking, taxis, shuttles, etc.) as identified in this policy.

If original receipts are submitted, reimbursement will be made directly to the representative, if so requested.

If copies of receipts are submitted, reimbursement will be made to the representatives' government department/agency.

When travelling in the US, please convert US amounts to CDN amounts based on the exchange rate.

All expenses submitted for reimbursement will require genuine detailed receipts that itemize the purchase (including the HST). A credit card or bank statement *may* not be acceptable.

If a receipt is lost, the expenses *may* not be reimbursed. A lost receipt declaration form *may* need to be filled out.

Submit the CCMTA Expense Claim form within 15 days of travel completion to:

Linda Levesque
CCMTA
1111 Prince of Wales, Suite 404
Ottawa, Ontario
K2C 3T2

All claims must be submitted prior to March 31 to guarantee reimbursement.

Limitations

CCMTA will reimburse representatives for expenses as outlined in this policy. Some expenses cannot be claimed individually:

- internet fees
- phone calls
- laundry
- movies
- room service
- tips
- travel change fees
- registration fees
- health club
- exercise/gym fees
- etc.

CCMTA Contact:

For any questions or clarifications on the travel policy, please contact Linda Levesque by email (llevesque@ccmta.ca) or by telephone at (613) 736-1003, ext. 269.

Kilometric Rates

The rates payable in cents per kilometer for the use of privately owned vehicles are based on the latest published Public Service of Canada travel guidelines. These can be found at the following web site:

<https://www.njc-cnm.gc.ca/directive/d10/v238/s658/en>

Note: The kilometric rate payable when a Canadian registered vehicle is driven in more than one province or territory shall be the rate applicable to the province or territory of registration of the vehicle.

Meal Allowances

The rates payable in dollars for meal allowances are based on the latest Public Service of Canada travel guidelines. These can be found at the following web site:

<https://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>

Note: The representative will be reimbursed the appropriate meal allowance rate based on the location of travel destination.