

# Travel and Expense Policy

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**Revised 2023**



## **Preamble**

1. Employees, volunteers and athletes of Nordiq Canada are frequently required to travel for approved Association business. Nordiq Canada undertakes to pay for the legitimate costs of such approved travel, either directly or by reimbursing individuals for the expenses they incur.

## **Purpose**

2. The purpose of this policy is to describe the entitlements and related procedures for Nordiq Canada employees (including contracted staff as appropriate), volunteers and athletes when traveling on behalf of the Association.

## **Policy Principles**

3. Approved Nordiq Canada business is Nordiq Canada business specifically contemplated and budgeted for in Nordiq Canada plans, policies and budgets. Where it is unclear whether business is “approved,” approval should be sought from the National Office (appropriate budget manager) before the cost is incurred.
4. Legitimate costs incurred in the performance of approved Nordiq Canada business will be borne by the Association. Where it is uncertain whether a cost is “legitimate,” approval should be sought from the National Office (appropriate budget manager) before the cost is incurred.
5. The standard of travel, accommodation, meals, etc, that is envisioned and that is covered by this policy is “reasonable,” rather than “extravagant.” The Association’s budget is finite, and the intent is to conserve limited resources for commitment to programs that directly support the achievement of the Association’s mission. Business class travel, luxury hotels and expensive restaurants do not fall within the parameters of this policy.

## **Air Travel**

6. Most Nordiq Canada air travel for staff, volunteers and athletes will be booked by NST coaches or through the Nordiq Canada National Office using the designated Nordiq Canada travel agency. Flight bookings will be made with the most economical carrier, and bookings should be made well in advance to take advantage of advanced pricing and seat sales.
7. Individuals who are unable to make their arranged flight or who need to make changes are asked to notify the Nordiq Canada National Office prior to doing so. Those knowing they will

miss their flight are requested to cancel their ticket with the airline and claim for a credit note for the value of the ticket. This credit note will stay on file at Nordiq Canada for future travel. Those needing to make a change of flight dates or times must realize that there may be significant charges for any changes made to tickets. This amount will be subsidized by Nordiq Canada for valid reasons only.

8. Baggage fees for staff and volunteers traveling for three nights or more will be reimbursed on the presentation of receipts.

## Ground Travel

9. **Nordiq Canada Vehicles.** Vehicles owned by Nordiq Canada are to be used only for Nordiq Canada business. When possible, Nordiq Canada vehicles should be used in priority over personal vehicles for Nordiq Canada travel. Individuals using Nordiq Canada Vehicles must adhere to Nordiq Canada's Driving Policy.
10. **Personal Vehicles.** Individuals may elect to use a personal vehicle for Nordiq Canada travel when this method of travel is cheaper than air travel or rental vehicle.

To protect Nordiq Canada's liability, the insurance policy on a personal vehicle used for Nordiq Canada travel must provide at least \$1 million third party liability coverage (PLPD). Any additional premium costs necessary to increase private vehicle insurance coverage are factored into mileage rates and are not reimbursable. Travelers who intend to carry passengers are advised to confirm with their insurance agent that they are adequately insured.

Travel by this means will be reimbursed at a mileage rate of \$0.58 per kilometre. If a budget manager approves use of a personal vehicle when it is not the cheapest option available, mileage reimbursement will be capped at the amount equivalent to the cheapest option available.

The employer assumes no financial responsibility for privately owned vehicles and is not responsible for reimbursing deductible amounts related to insurance coverage. Individuals using personal vehicles for Nordiq Canada business should adhere to Nordiq Canada's Driving Policy.

11. **Rental Vehicles.** If the use of a rental vehicle is approved, reimbursement will be for the cost of the rental plus any fuel receipts. When Nordiq Canada has a sponsorship or rebate arrangement with a rental company, that company is to be used whenever possible. Details on such arrangements are available from the Nordiq Canada National Office.

Collision Damage Waiver (CDW) coverage is required for the entire period that a vehicle is rented. If the vehicle rental is paid using a corporate credit card that includes this insurance, the traveler must decline the coverage for CDW on the rental agreement. Where a

corporate credit card does not cover insurance, the cost of the premiums for CDW coverage shall be reimbursed by the employer. The use of winter tires is highly recommended for vehicle rentals in winter conditions and will be reimbursed. Individuals using Rental Vehicles must adhere to Nordiq Canada's Driving Policy.

## Hotel Accommodation

12. **Staff and Volunteers.** The principles that govern accommodation, whether booked by the National Office or by individual employees, are as follows:
  - a. Shared room occupancy, based on one bed per person, when matching of genders and schedules allows.
  - b. Best rate, group rate or economy rate at the selected hotel. When Nordiq Canada has a sponsorship or rebate arrangement with a hotel or hotel chain, this option is to be exercised as the first priority of choice.
  - c. Occupancy from the night of or prior to the first official meeting, through to the night before the last official meeting. Exceptions will be made when departure travel is unavailable for the last day of meetings. In that case, accommodation will be provided until departure can be arranged.
13. **National Ski Team.** NST coaches authorized by an appropriate budget manager will normally make accommodation arrangements for athletes and staff for trips and camps subject to budget limitations. They are expected to obtain accommodation that is consistent with the above principles, while also meeting the requirement of convenience to the competition or training site. Accommodation options may include rental houses and condominiums. Room assignments must align with SafeSport policies.
14. **Private non-commercial accommodation.** Individuals who stay in self-arranged private non-commercial accommodation may be reimbursed \$50.00. No other payments or expense reimbursements related to the private non-commercial accommodation will be made. Travelers are responsible for ensuring the accommodation is safe

## Meals

15. **North American Travel – Staff and Volunteers.** For staff and volunteers who are required to eat in restaurants while travelling on business in North America, a per diem allowance of \$77.00 will be provided for every full day. For partial days (i.e., when travel begins or ends part way through the day, or when some meals are provided at no incremental cost to the individual), a per meal allowance will be provided as follows:
  - a. Breakfast – \$17.25;

- b. Lunch – \$17.25; and
- c. Supper – \$42.50.

Note: A meal allowance will not be paid when a meal is provided during an airline flight, at a conference, etc. Individuals may only claim for the actual cost of a meal by submitting receipts, rather than per meal allowances, under special circumstances, such as a mandatory group dinner

16. **Off-Continent Travel – Staff and Volunteers.** For staff and volunteers who are required to eat in restaurants while travelling on business outside of North America, a per diem allowance of \$100.00 will be provided for every full day. For partial days (i.e. when travel begins or ends part way through the day, or when some meals are provided at no incremental cost to the individual), a per meal allowance will be provided as follows:

- a. Breakfast – \$25.00;
- b. Lunch – \$30.00; and
- c. Supper – \$45.00.

Note: A meal allowance will not be paid when a meal is provided during an airline flight, at a conference, at a race, etc. Individuals may only claim for the actual cost of a meal by submitting receipts, rather than per meal allowances, under special circumstances, such as a mandatory group dinner. When cooking is possible on team travel, it is expected that staff and volunteers will claim the cost of groceries rather than restaurant meals.

17. **NST Athlete Travel.** For athletes during trips and camps, NST coaches authorized by an appropriate budget manager are responsible for determining when an athlete qualifies for meal entitlements and whether that is through the provision of meals, per diem or per meal allowances, or submission of grocery receipts.
18. **Alcoholic Beverages.** Nordiq Canada will not reimburse individuals for the cost of alcoholic beverages consumed when they are travelling on an “actual cost” claim. However, individuals who are receiving a per meal allowance or a per diem allowance are at liberty to spend their allowance as they wish.
19. **Entertainment.** At the discretion of the CEO or Board chair, alcoholic beverages in limited quantities may be provided at Nordiq Canada’s expense on rare occasions when appropriate. Examples include a group meal at in-person board or management committee meetings, staff Christmas party, and fundraising-related events.
20. **Incidentals – Staff and Volunteers.** Other expenses incurred for airport shuttles, parking fees or taxis will be reimbursed upon submission of the appropriate receipts. Staff and volunteers may expense laundry for travel longer than seven nights. Receipts are required.
21. **Telephone.** All Nordiq Canada indeterminate staff will receive a taxable allowance of \$100/month. Staff must provide their own cell phone and pay the usage fee with this

allowance. The chosen phone and plan must cover normal business needs. Fees for international use that exceed the allowance will be reimbursed through expense claims and will require a receipt itemizing the international fee. Volunteers required to incur international phone fees may also be reimbursed for the most economical means of connection.

22. **Expense Claims.** Expense claims are to be submitted to the National Office using the Expense Claim Form and must be supported by receipts where required. Claims must be submitted within 30 days from the completion of travel. The accounting standard for payment is 30 days from approval by the appropriate budget manager.