

Travel and Expenses Policy

Revised 2018



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 a cost 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. The majority of Nordiq Canada’s air travel bookings for staff and volunteers will be made through the Nordiq Canada National Office using the designated Nordiq Canada travel agency. NST coaches may also book travel, and will normally use the Nordiq Canada travel agency when doing so. Flight bookings will be made with the most economical carrier, and bookings should be made well in advance in order to take advantage of seat sales that may become available.

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 that 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. Airport departure fees will be reimbursed by Nordiq Canada on the presentation of receipts when an Expense Claim is submitted.

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 motor vehicles for Nordiq Canada business related travel.
10. **Personal Motor Vehicles**. Individuals may elect to use a personal motor vehicle for Nordiq Canada business related travel when this method of travel is more economical 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) (a Treasury Board standard). Travel by this means will be reimbursed at either \$0.45 per kilometre or by submission of fuel receipts. Note that travel to and from work is not compensable.
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.

Hotel Accommodation

12. **Staff and Volunteers**. The majority of accommodation requirements for Nordiq Canada staff and volunteers will be for conferences and meetings, and will be coordinated by the National Office. The principles which will govern accommodation, whether booked by the National Office or by individual employees, are as follows:
 - a. Shared room occupancy, on the basis of one bed per person, unless it is impossible to match schedules and genders.

- 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, condominiums, etc.

Meals

14. **North American Travel – Staff and Volunteers.** For staff and volunteers who are required to eat in restaurants while travelling on business in Canada, a per diem allowance of \$54.00 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 - \$13.00;
 - b. Lunch - \$13.00; and
 - c. Supper - \$28.00.

Note: A meal allowance will not be paid when a meal is provided during an airline flight, at a conference, etc.

15. **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.

16. **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 or per diem or per meal allowances.
17. **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.
18. **Entertainment.** At the discretion of the CEO or Board chair, wine or beer 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 sponsorship/fundraising related events.

Incidentals

19. A maximum daily allowance of \$5.00 will be paid for incidentals and miscellaneous expenses (e.g. telephone calls, newspaper, laundry, tips) incurred during travel on behalf of Nordiq Canada. Receipts must be submitted in order to claim allowance.
20. Other expenses incurred for airport shuttles, parking fees or taxis will be reimbursed upon submission of the appropriate receipts.

Expense Claims

21. Expense claims are to be submitted to the National Office (attention the DAC) for payment on the Nordiq Canada Expense Claim Form, with supporting receipts where required. Claims must be submitted within a month after the completion of travel.