



The Children's Aid / La Société de l'aide
Society of Ottawa / à l'enfance d'Ottawa

GLOBAL MANUAL

FINANCIAL MANAGEMENT

-PROCEDURE-

TRAVEL PLAN FOR TRAVEL OUTSIDE OF ONTARIO

PREAMBLE

The Society requires employees that are planning to travel outside of Ontario to complete a travel plan identifying the reason for the travel, the method of travel to be used, the estimated costs of the travel. This plan must be approved prior to travel taking place.

This requirement is part of the Ministry of Child and Youth Services' directive on travel expenses as outlined in the Society's Travel Expense Procedure. (See G 2-3-30)

The purpose of this procedure is to define the requirements for documenting the travel plan and identify who is responsible for completing the documentation.

APPROVAL FOR TRAVEL

Normal travel related to a direct service or other Society business and within the Society's area of geographical jurisdiction does not require prior approval – such claims are approved after incurrence. For purposes of this procedure “geographical jurisdiction” is defined to include bordering jurisdictions in close proximity. For Ottawa this includes travel to West Quebec and Montreal. (See G 2-3-10 Mileage Claims Procedure) Travel outside the Society's geographical jurisdiction requires prior approval from an employee's immediate supervisor or Manager and a Director/Executive Director on the prescribed form as follows.

- o Long-term stays out of town requires approval of a Supervisor or Manager and a Director or Executive Director on the prescribed form.
- o Travel outside of Ontario (excluding the West Quebec area) requires prior approval from a Supervisor or Manager and a Director or Executive Director on the prescribed form.
- o Travel outside of Canada requires prior approval from a Supervisor or Manager and the Executive Director on the prescribed form.

Travel outside of Ontario and Canada must include a written rationale to demonstrate that the

travel is critical to the organization's priorities; and documentation to demonstrate that the requested travel arrangements (i.e. transportation mode, accommodation, etc.) are cost-effective, including a detailed itemization of all expenses that are expected to be incurred on the prescribed form.

PROCEDURE

1. In preparation for travel outside of Ontario as defined above and prior to committing to travel costs, the **employee** completes the travel approval form documenting:
 - a.) the destination address including street number, city, province/state, country
 - b.) the date of the proposed trip;
 - c.) who will be travelling
 - d.) if applicable, the client's name or the client file number
 - e.) the purpose of the trip
 - f.) the estimated cost of travel including transportation, accommodation, meals and incidentals.
 - g.) A statement indicating that the employee has either:
 - i. used the Society's corporate travel agency, Corporate Travellers, who are responsible for purchasing travel at the lowest practical cost or
 - ii. completed their own research to determine the most cost effective travel choice including documentation to support their decision.
2. The **employee** submits the completed form to their **Supervisor or Manager** for approval.
3. If approved, the **Supervisor or Manager** submits the form to either **Director or Executive Director** for final approval.
4. If approved, the **employee** ensures that the travel arrangements are completed as per the travel plan. Travel cannot take place until an approved travel plan is completed.
5. If the **employee** has used Corporate Travellers for arranging travel, the **employee and/or the Unit Assistant** ensures that the approved travel plan is submitted to **Accounts** to support travel expenditures that have been charged to the Society's corporate travel card.
6. If the **employee** used another Society credit card to arrange travel, the **employee and/or the Unit Assistant** ensure that the approved travel plan is attached to the receipts that are submitted to **Accounts** in support of the Master Card charges and reconciliation.
7. If the **employee** used their own credit card to arrange travel, the **employee and/or the Unit Assistant** ensures that the approved travel plan is submitted to **Accounts** with their I-expense incidental travel expenditures submission.
8. **Accounts** receives and retains the travel approval form along with the associated receipts that relate to the travel expenditures

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Travel Plan Approval Form August 2018.docx



TRAVEL PLAN APPROVAL FORM sample Mar 19 2012.doc