



The Children's Aid | La Société de l'aide  
Society of Ottawa & l'enfance d'Ottawa

GLOBAL MANUAL

GOVERNANCE AND ADMINISTRATION

## **-PROCEDURE-**

### **TRAVEL AND EXPENSE REIMBURSEMENT - BOARD MEMBERS**

#### **PREAMBLE**

The Society has comprehensive travel and expense reimbursement procedures that apply to staff as they conduct business on behalf of the Society. The purpose of this procedure is to provide a summarized version for Board Members to support their requirements.

Generally, Board Members are not expected to travel extensively on behalf of the Society as Board meetings and other business activities take place within the Ottawa area. The Society does not reimburse its volunteer Board Members for mileage to/from meetings or events within the Ottawa area, but out of pocket costs associated with conducting business on behalf of the Society would be reimbursed (e.g., parking to attend an advocacy meeting)

When out of town travel is required (mostly to Toronto and Eastern Ontario cities), the Society will provide reimbursement for all costs incurred as per the following procedure.

#### **APPROVAL FOR TRAVEL**

Travel plans and costs are to be approved by the Board Chair before travel occurs. If the Board Chair is traveling, the Board Vice Chair must approve the travel plan.

#### **EXPENDITURES/REIMBURSEMENT ACCOUNTABILITY PRINCIPLES**

The following principles govern the Society's travel expense reimbursement practices. In general, expenses must be business related, modest and appropriate and strike a balance between economy and efficiency of operations.

#### **Non-Reimbursable Expenses**

Expenses of a personal nature are not reimbursed. These include but are not limited to:

- Recreational purposes (e.g. video rentals, mini-bars)
- Personal items
- Traffic/parking violations

- Alcoholic drinks, unless part of hospitality
- Expenses incurred on behalf of friends/family

### **Receipts**

- Original receipts (not photocopies) are submitted with Expense Claims. Credit card slips by themselves are not sufficient to support a claim for reimbursement.
- In the event of missing receipts, a deviation, approved by the Board Chair, and accompanied with appropriate documentation from the claimant that a receipt has been misplaced, may be considered for reimbursement.
- In the event of an overpayment of expense claims, such overpayment will be recovered promptly from the claimant.
- The Board Members' Expense Claim Reconciliation Form is submitted to support all travel reimbursement. (see attached)

### **Time Limit for Claims**

The Society assumes no obligation to pay expenses submitted more than 90 days after the date they are incurred. Exceptions will only be at the discretion of the Board Chair.

### **Travel Arrangements**

- Board Members are encouraged to make travel arrangements through the Society's Executive Office via the Executive Assistant ( to ensure that the most cost effective mode of transportation is selected.
- If Board Members choose to make travel arrangements themselves, 3 cost quotations must be sought, documented and submitted when requesting reimbursement. The option chosen should be the most practical and economical choice.

### **Car Rental**

- A rental vehicle is required for all business travel that exceeds 350 km.
- The size of the rental car is not to exceed a mid-size car. Upgrades to full size cars are permitted if the rate charged does not exceed mid-size car rental rates. Exceptions are to be documented and approved in writing. In no case will the Society reimburse for the rental of a luxury vehicle or sports car.
- The rental car must be re-fuelled before returning it, in order to avoid higher gasoline charges imposed by the rental car agency.
- Board Members who choose to use their personal vehicle instead of renting a car, may submit a mileage claim for a maximum of 350 km for that trip.

### **Taxi travel**

- Where practical, local public transit/hotel shuttles should be used. Receipts for reimbursement are not required. Where other means of travel are not available or practical, taxi travel will be reimbursed only with receipts.
- A taxi is to be used where group travel is more economical than the total cost if the individuals had traveled separately.

### **Rail Transportation**

Travel by rail (coach class) is permitted when this is the most practical and economical

way to travel.

### **Air Transportation**

- Travel by air (economy class) is permitted when this is the most practical and economical way to travel.
- Travel in fare classes above economy class will only be reimbursed at the economy class rate.

### **Accommodation**

- Reimbursement will be made for the equivalent cost of single accommodation in a standard hotel room. Suites, executive floors or concierge level accommodation will only be reimbursed at the equivalent cost of single room accommodation at the same location.
- Private stays with family and friends are encouraged. A maximum of \$30.00 per night for gratuitous lodging is allowed. No receipt is required.
- For extended stays out of town at a single location, long term accommodation arrangements are encouraged to take advantage of lower weekly or monthly rates. This may include the rental of a housekeeping facility. Long term stay out of town requires approval of the Board Chair.

### **Meal Expenses**

- Reasonable and appropriate meal expenses are reimbursed subject to approval, when a Board Member is required to travel out of town.
- Original, itemized receipts must be provided. Reimbursement must not exceed the amount actually spent, (including taxes and gratuities) as validated by a receipt.
- Reimbursement of meal costs will not include cost of alcoholic beverages.
- Meal Rates:
  - o Breakfast \$ 9.00
  - o Lunch \$ 15.00
  - o Dinner \$ 26.00

For a full day of meal claims, (i.e.: breakfast, lunch and dinner) you have the discretion to allocate the daily total three meal rate of \$50.00 among meals with a suggested cap of \$26.00 for any single meal. For less than a full day of meal claims, you are to be guided by the schedule of rates above.

### **Other out of pocket expenses**

- Reasonable gratuities for meals, hotel room services and taxis as well as for parking meters, bus tickets and subway tokens while out of town will be reimbursed.
- Receipts are not necessary to support reimbursement of these out of pocket expenses.

### **Additional Business Expenses**

- While traveling on Society business, additional business expenses may be incurred not otherwise specifically contemplated in this procedure. Such reasonable expenses such as business calls, air/rail phones, computer access charges, photocopying, fax expenses will be reimbursed with receipts.
- Reimbursement will be made for reasonable costs for necessary personal calls home for

each night away.

## **PROCEDURE**

1. The Board Chair determines and authorizes when business travel is necessary and, where appropriate, gives consideration to alternatives to travel such as teleconferencing and videoconferencing;
2. The Board Chair ensures that travel arrangements made by Board Members are consistent with this procedure;
3. Upon receiving approval for travel, the Board Member makes travel arrangements as follows:
  - Contacts the Executive Office ( to make travel arrangements where appropriate;
  - If arranging for their own travel, Board Members follow the travel procedures above (e.g. Accepts the lowest common carrier fare/provides quotes to support);
  - Upon return, the Board Member submits an expense claim using the attached Board Members Travel Expense Claim Reconciliation Form;
  - Expense claims are submitted on a timely basis (Note - The Society assumes no obligation to pay expenses that are submitted more than 90 days after the date they are incurred.);
  - Explanations are documented for expenses that do not comply with the above procedure;
  - Original receipts and appropriate descriptions are provided for all expenses claimed;
4. In approving a travel expense claim, the Board Chair:
  - Ensures that all expenses submitted qualify for reimbursement in accordance with this procedure;
  - Ensures that appropriate, original receipts are provided to support expense claims;
  - Ensures that any expenses that are not in compliance with this procedure are appropriately explained or that proof was given for prior approval;
  - Ensure the rationale for an exception is documented and accompanies the expense claim.

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