



## **RSC Travel Policy**

### **GENERAL**

The purpose of this policy is to ensure fair treatment of individuals required to travel on Royal Society of Canada business. The guidelines in this Policy have been created to provide for the reimbursement of reasonable expenses necessarily incurred while travelling on behalf of the Society.

These guidelines apply to all those travelling on Royal Society of Canada's business including, but not limited to, employees of the Society, consultants, board members, expert panel members, report review monitors, and other volunteers.

The travel approval will be subject in each case to the availability of funds budgeted for this purpose. All travelling allowances as stipulated in these guidelines are in terms of Canadian currency unless otherwise stated.

It is understood that Society employees and others travelling on Society business shall be afforded travel and accommodation standards which are comfortable and of good quality, but neither luxurious nor substandard.

Travelling expenses are permitted for the claimant only. Any share of expenses applicable to the claimant's spouse or other accompanying persons shall not be reimbursed.

### **TRANSPORTATION**

1. The selection of the mode of transportation shall be based on cost, duration, convenience, safety and practicality.
2. Travel should be made by the most economical and practical route possible utilizing the following modes:

#### **By Air**

- The standard for air travel is economy class. The lowest available airfares appropriate to particular itineraries shall be sought and bookings shall be made as far in advance as possible.
- For Society purposes, economy class is defined as the lowest economy fare that allows for advanced seat selection with no additional fee (e.g. Tango Plus with Air Canada).
- Business Class, or other amounts in excess of economy airfare, are considered to be personal expenses of the traveller and are not reimbursable.
- Exceptions may be allowed only if they involve a longer continuous time-in-the-air (6 or more hours), and the traveler is expected to begin work at the destination soon after arrival, with no time for adequate preparation or rest. Approval in advance is required for these exceptional cases from the Authorized Approver.
- For Society purposes, business class is defined as the lowest business fare that allows for advanced booking of at least 7 to 14 days.
- Additional fee for cancellation and/or change fees are permitted.
- Travel Medical Insurance is required<sup>1</sup> for travel outside of Canada and for visitors to Canada.
- Travel outside Canada and visitors to Canada are expected to book travel through the Society's travel agent who will arrange the Society approved travel medical insurance.



***\*\*First Class airfare or other amounts in excess of the Society travel standards are considered to be personal expenses of the claimant and are not reimbursable.***

**Change Fees:**

The Society will cover the cost of flight changes up to a maximum of \$150<sup>2</sup> per trip (including both the change fee and any fare difference) without the need for prior approval. In the event that the fare difference exceeds this maximum, it will be the traveller's responsibility to cover the differences *unless pre-authorization for the change has been granted by the Society.*

**By rail** – Business class fare

**By rental vehicle** – Standard mid-size (additional theft and collision damage insurance is required).

**By private vehicle** – A claimant may travel using a privately-owned automobile to locations within a 200km radius of the claimant's point of origin, to locations outside the 200km radius which are not well serviced by air transportation, or if specifically authorized by the Society.

- When two or more claimants travel together in a privately-owned automobile, passengers may not claim a mileage allowance.
- The Society does not assume responsibility for any damage to a privately-owned automobile when so used. Claimants should establish with their insurance agent whether it is advisable to take out supplementary business insurance for such trips.
- Travel will be reimbursed at the active per kilometre rate established by the Treasury Board Secretariat

**Parking**

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 absence.

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**INSURANCE:**

The traveller will be responsible for purchasing their own travel medical insurance and providing the Secretariat with proof of coverage.<sup>2</sup> We understand that change fees vary dependant on the cost of the original ticket and whether the flight is national or international.



### **ACCOMMODATION**

1. A claimant shall be reimbursed actual expenses for commercial accommodation at single occupancy rates. Such accommodation should be conveniently located and comfortably equipped. The use of luxury accommodation at the Society's expense is not permitted.
2. When travelling to conferences or meetings, it is recognized that travellers normally stay in the conference or meeting designated hotels at negotiated preferred rates and that reservations may be made directly by the Society staff. If claimants choose to stay at more expensive accommodations, the claimant will be responsible for the charge in excess of the negotiated rates.
3. Accommodation expenses are to be listed separately and in detail by day. The original receipts for accommodation (i.e. detailed hotel bill) must be submitted to the signing authority. Credit card slips cannot be used alone for reimbursement, as they do not provide a detailed listing of charges. Accommodation receipts must indicate that payment has been made and/or that no outstanding balance remains.
4. For the purposes of reimbursement, the Society considers the following to be included in accommodation costs (as separate from other 'incidental' expenses):
  - a. Room rental fees and taxes;
  - b. Internet access charges; and
  - c. Parking charges.
  - d. If desired, private accommodation with relatives or friends may be arranged. In such cases and allowance of \$50 per night may be claimed.

### **MEALS AND INCIDENTAL EXPENSES**

1. In lieu of requiring itemized receipts for all meal expenses, the Society will provide a predetermined per diem allowance for each meal during the travel period that is not provided as part of the Society activities.
2. In lieu of requiring itemized receipts for all incidental expenses, the Society will provide a pre-determined per diem allowance for each full day on travel status to cover expenses such as local phone calls, gratuities, dry-cleaning, etc.
3. When meals are included in the transportation fare or in the cost of registration fees, no claim for meals may be made.
4. *In exceptional situations and with advance authorization*, claims may be made for actual expenses for meals and incidentals that exceed the per diem allowances, supported by a full explanation and original itemized receipts. All receipts must be substantiated with original itemized receipts that show all purchases. Credit card slips by themselves are not acceptable, because they do not provide a detailed listing of charges.

### **OTHER EXPENSES**

1. Cost of registration fees, visas, taxis or airport limousines, excess luggage, or any unusual expenses should be itemized with an explanation given as appropriate for the expense.
2. Hotel, airport and public parking expenses are reimbursable. Original receipts (where applicable) are to be submitted to the signing authority.
3. Actual costs of necessary and reasonable long-distance phone calls and faxes are a reimbursable expense.
4. Where applicable, the original receipts and/or hotel bills are to be submitted to the signing authority.
5. The cost of converting travel funds into traveller's cheques, in cashing the cheques, and in purchasing foreign currency may be claimed.



### **FOREIGN TRAVEL**

1. Expenditures in foreign funds are to be reported in the local currency and will be converted to Canadian dollars by the RSC Secretariat for reimbursement purposes using the prevailing exchange rate established by the Bank of Canada,
2. For travel outside of Canada and the United States, the Society will establish a reasonable per diem rate based on a comparison with Treasury Board Standards for the country in question. Travellers will be informed of this per diem rate prior to their travel.

### **RECEIPTS**

1. Receipts for expenses other than meals are required whenever possible.
2. For travel by air or rail, the claimant's copy of the fare ticket or the 'Passenger Itinerary/Receipt' as well as all boarding passes must be submitted.

### **SUBMISSION OF CLAIMS**

1. The claimant will complete a Society Reimbursement Form and submit it to the secretariat with all receipts relative to travel. Expenses are to be remitted within 30 days.
2. The claim form will then be approved and signed by the Chief Financial and Administrative Officer and Executive Director. Payment will be processed in due course. Travel expense claims submitted by the President must be approved by another Society Officer.

### **EXCEPTIONS**

Any exceptions to this travel policy must be pre-approved in writing by the President and must be based on a strong justification that an exceptional business need has been identified. All such exceptions must be reported to the Council of the Society through the Finance Committee of the Board.

### **REVISIONS TO THE POLICY**

This policy is subject to an annual review by the Finance Committee, in alignment with the Society's fiscal year-end (June 30) and in consideration of any changes made to current Treasury Board Guidelines. All amendments or revisions must be approved by the Finance Committee as well as by Council.