



RSC TRAVEL REIMBURSEMENT POLICY

As a non-profit organization and a registered charitable organization (Charitable Reg. #10793 5991 RR0001) stewardship of RSC resources is essential. Our policy is to reimburse individuals for approved, reasonable, proper and necessary travel expenses incurred in conjunction with activities pre-approved by the Board as part of the annual Budget Approval process. All RSC travelers are expected to minimize the costs of travel as much as possible or reasonable.

Where RSC is the host of the event or activity, those asked to attend will be advised of travel expenses that will be paid directly by RSC.

*All travelling allowances stipulated in these guidelines are in terms of Canadian currency unless otherwise stated.

TRANSPORTATION

The selection of the mode of transportation shall be based on cost, duration, convenience, safety and practicality. 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. Air travel reservations will be made 30 days in advance of departure date to take advantage of reduced fares. Any flight upgrades are to be paid out of the traveler's own funds and will not be reimbursed. 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.

Change Fees:

The RSC will cover the cost of flight changes up to a maximum of \$150 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 RSC.*

By rail

The RSC will cover up to Business Class fares.

By commercial transportation – Travellers may be provided with prepaid tickets whenever possible. Taxis, Uber, shuttles, bus or light rail train are alternatives for short trips. Actual expenses, including gratuities shall be reimbursed.

By rental vehicle

Automobiles may be rented only when the cost advantages are clearly justified (i.e., the cost of the rental car would be less than using taxis, significant amounts of RSC supplies are to be transported, etc.). The standard for rental vehicles is intermediate. Rental vehicles beyond standard shall be authorized based upon factors such as the needs of the traveller and goods transported. Collision Damage Waiver coverage for the entire rental period 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 RSC.

- When two or more claimants travel together in a privately-owned automobile, passengers may not claim a mileage allowance.
- The RSC 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.

Other ground transportation

When other forms of ground transportation (including transfers and transportation to and from the airport) are used, receipts must be submitted for reimbursement. Requests should include details on the point of departure and point of arrival for each trip for which reimbursement is requested.

Parking

Parking charges shall be reimbursed at the actual costs of parking a personal or rental vehicle for the approved timeframe.

MEALS

Reimbursement for meals may be requested in those cases where meals costs are not already included in transportation fare or event attended. Receipts for meals or per diems may be claimed. RSC will not cover the cost of alcoholic beverages.

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 expenses 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.

ACCOMMODATIONS

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 RSC's expense is not permitted.

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 RSC staff. If claimants choose to stay at more expensive accommodations, the claimant will be responsible for the charge in excess of the negotiated rates.

For the purposes of reimbursement, the RSC considers the following to be included in accommodation costs: Room rental fees and taxes; internet access charges; and parking charges. 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.

If desired, private accommodation with relatives or friends may be arranged. In such cases and allowance of \$50 per night may be claimed.

OTHER EXPENSES

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. The cost of converting travel funds into traveller's cheques, in cashing the cheques, and in purchasing foreign currency may be claimed.

FOREIGN TRAVEL

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.

For travel outside of Canada and the United States, the RSC 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.

INSURANCE:

The traveller will be responsible for purchasing their own travel medical insurance.

REQUEST FOR REIMBURSEMENT / ACTIVITY REPORTING:

Timeline for reimbursements:

All requests for reimbursement for RSC Travel must be submitted within thirty (30) days of the conclusion of the event attended. Any request submitted after thirty days may be declined.

Use of Expense form and inclusion of original receipts:

Requests must be submitted using the RSC Expense Form and must be accompanied by original receipts

for all activities for which reimbursement is sought. Electronic (scanned) copies of the receipts are preferred. In the event that it is impractical to obtain a required receipt or if such receipt has been inadvertently destroyed, the traveler must furnish a written statement to that effect, as well as an explanation of the expenditure involved.

Activity report requirement:

For those individuals attending an event not hosted by RSC it is required that a written report of the meeting attended be submitted by the requestor prior to release of the reimbursement payment. Report must include name of the meeting/event attended, dates and location, names of key personnel met with, and key information gathered from the meeting which will have an impact on future RSC programmes and activities. This report must be submitted to the RSC Executive Director within thirty (30) days of the completion of the event.

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 Board of the RSC through the Finance Committee.

REVISIONS TO THE POLICY

This policy is subject to an annual review by the RSC's Finance Committee, in alignment with the RSC's fiscal year-end (June 30).