



Travel Policy

Claim Principles

This policy sets out the expenses rates and allowances for ARNBC staff, consultants and any other individual while attending to ARNBC business.

All travel must be approved by the Executive Director prior to booking travel.

All expense claim forms must be submitted to the Executive Director for approval with all supporting documentation to support the claim.

All expenses listed below must have the appropriate documentation attached to the expense claim form in order to be reimbursed.

All claims must be submitted within 30 days of expenditure and at least 15 days post fiscal quarter end and post fiscal year end.

1. Travel Expenses

Individuals are expected to use the most expedient and cost effective method available so that the expense claim is minimized.

- **Airfare:** The most expedient cost effective fare, baggage claim, seat selection, insurance and any required airport fees will be reimbursed.
- **Private Automobile:** The mileage reimbursement rate per kilometer is determined on an annual basis by the CRA automobile allowance rates as posted on the CRA website. The rates are effective January 1 every year. To claim your mileage you must list the point A to B destination and number of kilometers claimed. (e.g. Home to airport 49 kms x .54/km = \$26.46)
- **Taxi:** Taxis should be shared where possible. Use of taxis when an individual's personal vehicle is available is justified when the cost of the taxi is less than the cost of mileage plus parking.
- **Transit:** Public transit, ferry and train tickets will be reimbursed with receipts.
- **Vehicle Rental:** Car rental expenses may be claimed when this transportation method is cost effective and timely.
- **Parking:** Reasonable parking charges incurred while on ARNBC business will be reimbursed. Parking or traffic violation tickets will not be reimbursed.

2. Accommodation Expenses

- **Hotel:** Single accommodation will be covered at the following rates:
 - Low season - October 1 to March 31: \$139/ night (taxes not included)
 - High season - April 1 to September 30: \$169/night (taxes not included)



Individuals must use ARNBC designated hotel(s) and the billing will be made to ARNBC's corporate account or paid by the ARNBC corporate credit card where possible. If the designated hotel is not selected, the amount reimbursed will be to a maximum amount listed above or as approved by the Executive Director.

- **Private Accommodation:** In lieu of commercial accommodations, a reimbursement to a \$30 maximum per day may be claimed. A receipt is not required to claim this amount.

3. Meals

- Meals are defined as breakfast, lunch and dinner where meals are not provided by ARNBC or other hosts. The following rates apply per meal:
 - Breakfast \$15.00
 - Lunch \$20.00
 - Dinner \$35.00
- The maximum claim for meals including GST and gratuities is \$70/day, upon submission of receipts. Receipts from a restaurant detailing the items purchased and GST paid are to be submitted to substantiate the claim.
- Alcoholic beverages may not be claimed.

4. Other Expenses

- **Miscellaneous Daily Allowance:** A daily allowance of \$12 per overnight stay may be claimed to cover miscellaneous expenses for overnight stays (e.g. personal telephone calls, emergency dry cleaning, snacks, and gratuities other than meals).
- **Telephone:** Calls or faxes made on behalf of ARNBC will be paid provided receipts and documentation is submitted.
- **Courier/Mailing:** Expenses for courier and mail required for ARNBC business will be paid provided receipts and documentation is provided.
- **Air miles/Travel Points:** While travelling on ARNBC business individuals may collect personal travel points.