

CCMTA Travel Policy

Purpose:

The purpose of this policy is to identify those expenses which will be reimbursed and to ensure consistent and fair treatment for representatives from jurisdictions whose expenses are reimbursed by CCMTA.

Scope:

CCMTA will reimburse expenses as outlined in this policy:

- for one official member per CCMTA Program Committee/Board of Directors, per jurisdiction to attend:
 - **the CCMTA Annual Meeting**
 - **the CCMTA Program Committee Meetings**
 - **Other meetings organized by CCMTA**
- for one official member/representative per Canadian jurisdiction of CVSA Region V to attend the:
 - **CVSA Spring Workshop**
 - **CVSA Annual Conference**

If there is more than 1 jurisdictional representative on these groups, is it up to the jurisdiction to decide who receives the travel funding.

Each representative will be responsible for making their own arrangements and bookings in accordance with the policy.

Allowable Expenses:

Travel

Representatives will be reimbursed for travel, based on the most economical, direct and practical route and mode of transportation to reach that destination.

Any legitimate, mandatory transportation service charges and fees, incurred while traveling, not otherwise paid (e.g. docking fees, road/bridge tolls, ferries and other transportation service charges/fees, and the standard luggage fees), will be covered by CCMTA. In addition, *standard* seat selection fee for commercial, private and/or chartered carriers (*not for preferred seating selections*).

Air

The standard for air travel is economy class or other reduced fares. It excludes first class and business class or equivalents.

Flight reservations should be made as far in advance as possible.

As per Board policy since May 2008, CCMTA will not be responsible for costs incurred as a result of travel disruptions caused by airlines (or other methods of transportation chosen), weather, or other similar circumstances.

CCMTA will not reimburse fees/costs related to:

- Any changes once the ticket has been purchased (e.g. change fees), unless the change is related to a scheduling issue emanating from CCMTA or CVSA for Region V. Exceptions may apply in some cases.
- Miscellaneous charge order, for excess baggage/excess weight of baggage.
- Preferred seat selection fees

Bus/Rail

The standard for bus/rail travel is coach class or a higher standard if feasible and practical, and only if bus/rail travel is less than the cost of economy air travel. A print-out of what the economy air travel would cost must be included as supporting documentation to your claim.

Vehicle (and parking)

Should a representative use their personal vehicle, they will be reimbursed at a rate per kilometre or the equivalent of economy air fare, whichever is less. The rate per kilometre will be reimbursed in accordance with the rates specified in Appendix A. No receipts necessary.

Should a representative use a rental vehicle for travel from their place of residence to the meeting location, the cost of the rental car must be less than the cost of economy air fare. A print-out of what the economy air travel would cost must be included as supporting documentation to your claim.

If either of the above applies, parking will be reimbursed. Receipts will be required.

CCMTA requires the following information as part of your claim:

- Address of departure
- Address of arrival
- Number of kilometers for the trip
- Mileage rate
- Primary driving province/territory

CCMTA also requires the google map between the address of departure and address of arrival as supporting documents and as a formal and fair measurement for mileage.

In-Transit Travel

Representatives will be reimbursed for costs related to transportation to and from the public carrier's terminal and the representatives' place of residence; and to and from the public carrier's terminal and the property the representative will be staying during the period of travel.

Vehicles (and parking)

Should a representative use their personal vehicle, they will be reimbursed at a rate per kilometre or the equivalent of taxi fare, whichever is less. The rate per kilometre will be reimbursed in accordance with the rates specified in Appendix A. No receipts necessary. 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 travel. Receipts will be required.

CCMTA requires the following information as part of your claim:

- Address of departure
- Address of arrival
- Number of kilometers for the trip
- Mileage rate
- Primary driving province/territory

CCMTA also requires the google map between the address of departure and address of arrival as supporting documents and as a formal and fair measurement for mileage.

Ride-Hailing Service/Taxis/Shuttles

Should a representative use the services of a ride-hailing service, taxi, or shuttle, they will be reimbursed accordingly and within a reasonable and economic expense. Representatives are encouraged to use shuttle services when available. Receipts will be required.

Accommodation

The hotel government (or conference) rate (as specified in the notice of meeting or as negotiated by CCMTA staff) and applicable taxes will be reimbursed in reference to the expenses for attending the meetings. If a representative chooses to stay elsewhere and the rate is higher, CCMTA will only reimburse the rate as specified in the notice of meeting or as negotiated by CCMTA staff.

Maximum hotel nights will be reimbursed based on the length (and times) of the meeting, to arrive the night before the meeting and return the day following the meeting.

The aforementioned will apply to those who can return home within that timeframe. Exceptions may apply in some cases.

Incidentals

Meals

The representative will be reimbursed the applicable meal allowance for each breakfast, lunch and dinner while travelling. Meal allowances will be reimbursed in accordance with the rates specified in Appendix B.

A meal allowance will not be paid when the representative is provided a meal.

No receipts necessary.

Incidental expense allowance

A representative will be paid an incidental expense allowance that covers a number of miscellaneous expenses not otherwise provided for in this policy for each day of travel. Incidental expense allowance will be reimbursed in accordance with the rates specified in Appendix B.

An incidental expense allowance is meant to cover expenses incurred by the representative when travelling, such as phone calls, tips, laundry, etc.

No receipts necessary.

Meetings held within the Representatives' Province/Territory

Travel:

Vehicles (and parking)

Should a representative use their personal vehicle to attend a meeting held in the representative's province/territory place of residence, they will be reimbursed at a rate per kilometre for the actual distance travelled. The rate per kilometre will be reimbursed in accordance with the rates specified in Appendix A. No receipts necessary.

In this case, parking will be reimbursed. Receipts will be required.

CCMTA requires the following information as part of your claim:

- Address of departure
- Address of arrival
- Number of kilometers for the trip
- Mileage rate
- Primary driving province/territory

CCMTA also requires the google map between the address of departure and address of arrival as supporting documents and as a formal and fair measurement for mileage.

Ride-Hailing Service/Taxis/Shuttles

Should a representative use the services of a ride-hailing service, taxi, or shuttle, they will be reimbursed accordingly and within a reasonable and economical expense. Receipts will be required.

Accommodations:

Accommodations expenses will only be permitted for participation at the Annual Meeting as outlined in this policy. Exceptions may apply in some cases.

Incidentals:***Meals***

The representative will be reimbursed the applicable meal allowance for lunch only while attending a meeting in the representatives' province/territory place of residence. Meal allowances will be reimbursed in accordance with the rates specified in Appendix B.

A meal allowance will not be paid when the representative is provided a meal.

No receipts necessary.

Incidental expense allowance

A representative will not be reimbursed for an incidental expense.

Claims and Receipts:

Each representative must submit receipts for travel, hotel and other expenses (e.g. parking, taxis, shuttles, etc.) as identified in this policy.

When travelling in the US, please convert US amounts to CDN amounts based on the exchange rate used on your credit or debit card. A copy of the traveler's credit card or bank statement that shows the exchange rate used will be required as supporting documentation. The credit card or bank statement should be redacted to exclude any personal information unrelated to the travel claim.

All expenses submitted for reimbursement will require genuine detailed receipts that itemize the purchase (including the HST). A credit card or bank statement *may* not be acceptable.

If a receipt is lost, the expenses *may* not be reimbursed. A lost receipt declaration form *may* need to be filled out.

An expense claim form must be filled out for each payee (e.g. one claim for reimbursement made to the traveler, one claim for reimbursement made to the traveler's government department/agency).

Submit the CCMTA Expense Claim form within 15 days of travel completion to by email to info@ccmta.ca.

All claims must be submitted prior to March 31 to guarantee reimbursement.

Limitations

CCMTA will reimburse representatives for expenses as outlined in this policy. Some expenses cannot be claimed individually:

- internet fees
- phone calls
- laundry
- movies
- room service
- tips
- travel change fees
- registration fees*
- health club
- exercise/gym fees
- etc.

Registration Fees:

*CCMTA will reimburse registration fees for one official member/representative per Canadian jurisdiction of CVSA Region V to attend the CVSA Workshop and CVSA Annual Conference and Exhibition. Receipts will be required.

CCMTA Contact:

For any questions or clarifications on the travel policy, please contact us at info@ccmta.ca.

Kilometric Rates

The rates payable in cents per kilometer for the use of privately owned vehicles are based on the latest published Public Service of Canada travel guidelines. These can be found on the following web site:

<https://www.njc-cnm.gc.ca/directive/d10/v238/s658/en>

Notes:

- The kilometric rate payable when a Canadian registered vehicle is driven in more than one province or territory shall be the rate applicable to the province or territory of registration of the vehicle.
- Rates are often updated, please ensure to use the appropriate rates based on your travel dates. Toggle 'versions of this page' on the web page above to view the rates in effect during your travel dates.

Meal Allowances

The rates payable in dollars for meal allowances are based on the latest Public Service of Canada travel guidelines. These can be found on the following web site:

<https://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>

Note:

- The representative will be reimbursed for the appropriate meal allowance rate based on the location of travel destination.
- Rates are often updated, please ensure to use the appropriate rates based on your travel dates. Toggle 'versions of this page' on the web page above to view the rates in effect during your travel dates.