



BOARD POLICIES

BOARD GOVERNANCE SECTION

SUBJECT: Travel and Expense Reimbursement Policy	DOCUMENT NO: CIMARE-D-01
ISSUED BY: Chair	EFFECTIVE DATE: Jan 1, 2025
APPROVED BY: Board	REVISED DATE:
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POLICY STATEMENT: The CIMarE recognizes that the Directors, officers, personnel, and regular members may be required to travel or incur other expenses from time to time to conduct its business and to further its mission.

APPLICATION OF POLICY:

The Purpose of this policy is to ensure that:

- a. adequate cost controls are in place;
- b. travel and other expenditures are appropriate; and
- c. uniform and consistent approach is provided for the timely reimbursement of authorized expenses incurred by personnel.

When incurring business expenses, CIMarE expects people claiming for expenses to:

- a. exercise discretion and good business judgment with respect to incurring those expenses; and
- b. support their claim with required documentation.

Without limiting the generality of the foregoing, the policy shall be interpreted as follows:

- **Meetings/ Functions**

CIMarE shall reimburse individuals expenses who serve on committees or attend meetings incurred on behalf of CIMarE while attending committee meetings of National Council, and for attendance at any other meeting / function authorized by the National Council.

- **Exceptions**

- Transportation and other expenses to attend a meeting on CIMarE business shall only be paid from the individuals' place of residence, unless approved by the Treasurer.
- CIMarE shall not reimburse committee members for any personal expenditures.

- **Discretion**

In general, it is believed that guidelines cannot be established to govern any and all situations which might confront a committee member as far as expenses are concerned, and it is further believed that the individual must exercise discretion and good judgment in determining what is a reasonable and proper expense to be incurred on behalf of CIMarE. A proper explanation should accompany the expense on the expense report.

Types of Expenses

Ground Transportation

Personnel are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

- **Courtesy Cars.** Many hotels have courtesy cars, which will take you to and from the airport at no charge. Personnel should take advantage of this free service whenever possible. Another alternative may be a shuttle or bus.
- **Rapid Transit.** Certain major airports (Toronto, Vancouver) have some form of train transit that at times is relatively cheap, direct, or quick.
- **Taxis/Ride Share.** When courtesy cars and airport shuttles are not available, a taxi/ride share is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.
- **Rental Cars.** Car rentals are expensive so other forms of transportation should be considered when practical. Personnel will be allowed to rent a car while out of town provided that the cost is less than alternative methods of transportation.

Personnel are compensated for the use of their personal cars when used for CIMarE business. When individuals use their personal car for such travel, mileage will be reimbursed at Treasury Board set rates/ km.

In the case of personnel using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate as set by Treasury Board/ km; however, the total mileage reimbursement will not exceed the sum of the lowest available round-trip economy airfare.

Air Transportation

Air and rail travel reservations should be made in such a way as to take advantage of reduced fares.

Frequent Flyer Miles and Compensation for Denied Boarding.

Personnel traveling on behalf of CIMarE may accept and retain frequent flyer miles and compensation for denied boarding for their personal use.

The traveler will choose the most appropriate ticket for their needs. If a traveler is a frequent traveler, they can opt to choose a non-refundable ticket. If this option is chosen, and the flight is cancelled or the traveler had to cancel their travel, the traveler will receive a travel credit. When a travel credit is received, CIMarE will NOT reimburse the cost of airfare until the travel credit is used or has expired.

If the traveler is not a frequent traveler, they may opt to purchase and be reimbursed for a refundable ticket if proof of flight was taken.

CIMarE will NOT reimburse the cost of airfare if the flight was purchased with airline or credit card reward points.

Meals

Personnel traveling on behalf of CIMarE are reimbursed for meals based on actual receipts not based on per diem rates. If the meal is shared with other members, their names should be listed on the receipt if reimbursement is expected.

Exceptions to the above limits may be made where available meal options require higher expenditure. Exceptions will require a receipt and must be approved by the NC director in charge.

Accommodation

Personnel traveling on behalf of CIMarE may be reimbursed at the single room rate for the reasonable cost of hotel accommodation. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary will be considered in determining reasonableness. Personnel shall make use of the available corporate and discount rates for hotels.

For amounts more than \$250.00 per night, not including taxes, approval by the NC is required.

Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by personnel traveling on organizational business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed.

On-airport parking is permitted for short business trips. For extended trips, personnel should use off-airport facilities or make other travel arrangements to the airport.

Entertainment and Business Meetings

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditure is approved in advance by the NC director in charge. Detailed documentation for any such expense must be provided, including:

- Date and place of entertainment.
- Nature of expense.
- Name, titles, and corporate affiliation of those entertained.
- A complete description of the business purpose for the activity including the specific business matter discussed.
- Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

Spousal Expenses

Spousal expenses are not reimbursed by the institute and are the sole responsibility of the director/traveler.

Director spousal expenses, as part of the MariTech Partner Program, is an expense of MariTech and must be approved by the Chair of the MariTech Committee.

Procedures for Reporting

Reimbursement is obtained by submitting an expense report to the National Administrator. Expense accounts must be filed within thirty (30) days of expenses incurring.

Expenses shall be paid by the most effective means as determined by the National Administrator.

The expense reports for all individuals shall be approved by the Director of Finance / Treasurer.

Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report shall be submitted within a month of the completion of travel

and should use the excel spreadsheet developed by the National Administrator. If travel expense reimbursement is requested, it must include:

- The individual's name;
- The date, origin, destination and purpose of the trip, including a description of each organization-related activity during the trip;
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent (e.g., meals) in order to conduct CIMarE business);
- An itemized list of all expenses for which reimbursement is requested; and
- The use of a CIMarE Standard expense form are to be used for expense reports (expense report form to be created & agreed upon)

REPORTING REQUIREMENTS: None

CROSS REFERENCES: Nil