



Action Hepatitis Canada Travel Expense Policy

- Action Hepatitis Canada's (AHC) reimbursement policy for travel has been designed to be affordable and easily implemented in a consistent manner.
- When possible, Steering Committee members representing organizations are asked to seek appropriate expense re-imbusement from their organization.
- AHC has authorized CAPAHC to make all travel arrangements, process expense claims and implement the travel policy.
- AHC will modify this policy as required by changes to AHC's funding and/or the changing scope of AHC's programs.

Version(2): August 26, 2014; Approved September 2, 2014 by P. Bacon, Chair, Executive Committee

1. General

- a. Receipts are required for ALL expenses incurred personally;
- b. Cheques will not be issued in advance or during the meetings;
- c. All expense claims should be submitted within 10 business days of the end of the event to jvangennip@actionhep.ca. Original receipts are to be mailed to: CAPAHC / AHC 2000, Notre-Dame Est, #502, Montréal, Québec, H2K 2N3

2. Travel

- a. AHC has limited funding and all reasonable efforts should be made to use the least expensive forms of travel to the event; member organizations are strongly encouraged to subsidize their representative's travel costs when possible;
- b. Reimbursement will be made for all ground transportation (public transit, taxis and airport shuttles). The least expensive ground transportation options must be used i.e. airport shuttles, shared taxis when possible;
- c. Participants are permitted to arrive early or leave late for personal reasons if, by doing so, the cost of the ticket is no more expensive than arrival or departure at the times defined by AHC. AHC will not reimburse for any expenses related to a personally-motivated early arrival or late departure (e.g. hotel or food);
- d. Arrival and departure dates and times will be determined by the lowest available economy fares;
- e. Participants that use their personal vehicle to travel to the event or point of departure from distances greater than 100 km may submit for the reimbursement of mileage at the rate of \$0.57/km as long as this amount is equal to or less than other public forms of transportation. When the mileage amount is greater than the cost of other forms of public transportation, AHC will reimburse the equivalent cost of the public transportation only. The cost of parking at the event venue, hotel or point of departure will be re-imbursed;
- f. Car rental must be pre-approved by AHC's Coordinator and will only be approved when it is less expensive than public transit (e.g. when shared with other participants). The cost of parking at the event venue or hotel will be re-imbursed;
- g. All air and train travel will be arranged through AHC or in consultation with the AHC Coordinator;



- h. Where an airline charges a checked baggage fee, AHC will reimburse the cost of one piece of personal checked baggage and all work-related additional and/or oversized baggage. Receipts are required to process payment;
- i. Where possible, participants will travel on the meeting days and limit their hotel stay to no more than one night for a one-day meeting and no more than one night per meeting day for multi-day meetings.

3. Accommodations

- a. All hotel arrangements will be arranged through AHC or a third party designated by AHC at economy or moderately-priced hotels; room rates will not exceed \$180/night + applicable taxes;
- b. Single, private rooms will be booked for participants; if participants are willing to share a room to save costs, they should indicate in the consent form below;
- c. Individuals living within close proximity (100 km or less) to the event are not eligible for accommodation reimbursement;
- d. Participants who choose to stay with friends or family are eligible for a \$25/day allowance. An expense form must be completed and submitted for reimbursement;
- e. AHC does not cover the cost of in-room services such as phone calls, movies, internet service, room service, mini-bar or any other services provided by the hotel. The hotel will bill you directly for such expenses when you check out. The hotel will require a credit card or cash security deposit prior to check in. You are reminded to take an appropriate means of payment for these charges or the hotel may deny your reservation. If this is problematic, please speak to AHC's Coordinator to make alternate arrangements.

4. Childcare reimbursement

- a. Reimbursement of childcare expenses is intended only for expenses not regularly incurred (e.g. not for regular daycare expenses) such as babysitting fees resulting strictly from the parent's participation at a AHC event;
- b. AHC offers reimbursement for the care of children 16 years old and younger not normally enrolled in day care. An expense form with receipts must be completed and submitted;
- c. Reimbursement for the care of children left with family, friends etc. will be reimbursed at a rate of \$75 per 24 hour period (regardless of the number of children). The names of all children cared for, the amount paid and receipts are required to process the expense form.

5. Meals and Beverages

- a. AHC will take guidance from the re-imbursement guidelines set by the Treasury Board of Canada Secretariat. Currently, meals will be reimbursed to a maximum of \$72.55 per day when 3 meals are taken. Meal expenses should reflect appropriately less cost when fewer meals are taken or if meals are provided at a function. Meals will not be re-imbursed if meals are offered at a function. Receipts are required.
- b. AHC frequently offers meals and nourishment breaks at no charge during its presentations and meetings. In addition, AHC will cover the cost of meals taken *en route* to the event or return home.
- c. Alcoholic beverages will not be re-imbursed.