

Travel Policy

Approved: July 10, 2015

Revised: September 3, 2015; November 30, 2015, Feb 6, 2019

Reviewed: March 22, 2016

- The NRBDO reimbursement policy for travel has been designed to be affordable and easily implemented in a consistent manner.
- The policy covers reasonable and justifiable expenses.
- The NRBDO will make or approve travel arrangements, process expense claims and implement the travel policy.
- The NRBDO will modify this policy as required by changes to NRBDO's funding and/or the changing scope of NRBDO's programs.

1. General

- a. Detailed/itemized receipts are required for ALL expenses incurred personally. Credit card receipts or statements will not, in general, be admissible;
- b. Cheques will not be issued in advance or during the meetings;
- c. An Expense Report and receipts must be submitted within 10 business days of the end of the event to the NRBDO Office, or as listed on the Expense Report.

2. Travel

- a. Reimbursement will be made for all ground transportation (public transit, taxis and airport shuttles). The least expensive ground transportation and parking options must be used i.e. airport shuttles, shared taxis when possible;
- b. 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 the NRBDO. The NRBDO will not reimburse for any expenses related to a personally-motivated early arrival or late departure (e.g. hotel or food);
- c. Arrival and departure dates and times will be determined by the lowest available economy fares;
- d. Participants that use their personal vehicle to travel to the event or point of departure may submit for the reimbursement of mileage at the rate of \$0.49/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, NRBDO 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;
- e. Car rental must be pre-approved by the NRBDO's Administrator 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;
- f. All air and train travel can be arranged through the NRBDO or a third party designated by the NRBDO, or representatives can opt to make their own arrangements that fall within the guidelines of this document, and represent the most economical option. The NRBDO does not reimburse for "upgrades" on either air or train travel;

- g. Participants that need assistance in booking tickets are encouraged to contact the NRBDO Administrator. Use of a third-party booking agent (eg. travel agent) will not be reimbursed.
- h. Whenever possible, meeting attendees are expected to purchase plane tickets at least 14 days in advance to ensure reduced fares;
- i. Where possible, carry-on baggage is preferred to checked baggage;
- j. Advanced seat selection fees will not be reimbursed;
- k. 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 the NRBDO or a third party designated by the NRBDO 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 as such when RSVPing for the event;
- c. The NRBDO 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 the NRBDO's Administrator 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 NRBDO event;
- b. NRBDO 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 or an explanatory letter are required to process the expense form;
- d. Reimbursement of childcare expenses will be capped at \$75 per 24 hour period.

5. Meals and Beverages

- a. The NRBDO will take guidance from the re-imbusement guidelines set by the Treasury Board of Canada Secretariat. Currently, meals will be reimbursed to a maximum of \$90.00 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 with the following breakdown:



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\$20 for breakfast, \$20 for lunch, \$50 for dinner. In addition, NRBDO will cover the cost of meals taken *en route* to the event or return home. Receipts are required.

- b. NRBDO frequently offers meals and nourishment breaks at no charge during its presentations and meetings. Meals will not be re-imbursed if meals are offered at a function.
- c. Alcoholic beverages will not be reimbursed.