



## External Travel Policy - Effective January, 2023

### Overview and Objective

CIFAR is a not-for-profit organization that relies on both public and private funds for its operations. CIFAR has a duty to ensure that its funds are directed towards its strategic objectives. Travel is a necessary component in addressing science and humanity's most important questions. The objective of this policy is to facilitate travel for all external stakeholders in support of CIFAR's mission while defining reasonable costs to travellers for reimbursement, providing the greatest possible flexibility. CIFAR arranges meeting space and accommodations for participants.

Travel to CIFAR events is booked by participants and reimbursed with copies of original receipts and CIFAR's reimbursement form. Flights booked by CIFAR's travel agent will be directly billed to CIFAR.

### Scope

This policy applies to all external stakeholders travelling for activities related to CIFAR.

### Air & Rail Travel

- Air travel should be booked using the least expensive economy class fare consistent with other constraints on your travel (e.g. preferred airline, time of day). Advanced booking, at least 14 days is required; 21 days is strongly advised to obtain the best fare. Failure to book in advance may result in your air travel not being reimbursed.
- CIFAR recognizes that there are other occasions when a higher economy class fare may be appropriate. However, any such fare must be pre-authorized by CIFAR in writing. If a premium fare is purchased without prior approval, the claimant will be reimbursed the equivalent least expensive economy class fare only.
- Airline charges for a first checked bag and seat reservation for standard seats are allowable expenses.
- Airline charges for onboard internet are allowable to a maximum of \$25.
- Flight cancellation insurance is an allowable expense. Airline/rail change fees are reimbursed (along with any fare differential) if pre-approved by CIFAR in writing, or in extenuating circumstances.
- Reimbursement will be provided for tickets purchased with frequent flyer points for the portion paid (taxes and fees), but not for the value of the flight.
- For rail service, the standard is the least expensive coach/comfort class fare, as long as the cost does not exceed the economy airfare applicable to the given destination. Business class fare would be permissible for rail service to destinations where the travel time exceeds 4 hours and

the cost does not exceed the applicable economy airfare. If overnight travel is necessary, sleeper class may be used.

- Complete booking documents showing the dates and cities of travel, the airline and cost breakdown, and the fare class, are required for reimbursement. Boarding passes are not required.

## Car Travel

CIFAR will reimburse taxi or ride-share expenses for transfers to and from the airport or rail station. In the event a taxi or ride-share car are not available or are not the least expensive mode of transportation for transfer to & from the airport, or the CIFAR event does not require air travel, the following car travel options are reimbursable.

### Personal automobile

- The rate of reimbursement for use of personal automobiles is \$0.57 per km (\$0.57 USD per km in the US). This is expected to cover all relevant costs (fuel, insurance and depreciation).
- Use of a personally owned vehicle will be reimbursed for trips up to 500 km in round trip length. For longer trips, mileage reimbursement will not exceed the cost of regular economy airfare or equivalent least expensive mode of transportation. CIFAR reserves the right to reduce a mileage claim to an amount comparable to other forms of transportation.
- When claiming for mileage, the starting and ending point must be included on a Google map provided with the claim. Reimbursement will be made for the most direct route only.
- The traveller is responsible to ensure they have adequate insurance coverage.

### Car rental

- Rental cars will be reimbursed when less expensive transportation is not available. CIFAR reserves the right to reduce the reimbursement to an amount comparable to other forms of transportation not exceeding the cost of least expensive economy airfare.
- The standard for vehicle rental is a mid-size car. For group travel where a vehicle rental is the most economical means of travel, rent one vehicle for groups of 2 or more travellers. Please indicate all passengers travelling in each vehicle. Request the lowest available rate at the time of booking.
- CIFAR will reimburse the cost of collision damage waiver and liability insurance.
- Gasoline is an eligible expense. Ensure that the conditions of the rental contract are adhered to.

### General Automobile

- CIFAR shall not be held responsible for any accidents, injury or death to persons or damage to property arising from use of a motor vehicle.
- Additional charges for parking, bridge, ferry and highway tolls are eligible expenses.
- Fines for parking and other traffic violations are not allowable expenses.

## CIFAR Travel Combined with Other (personal or business) Travel

When CIFAR travel is combined with other (personal or business) travel, reimbursement will be made for only the CIFAR portion of the trip at the lowest available fare. A written explanation and a quote of a comparable direct economy flight without the additional travel must be provided in all cases where CIFAR travel is combined with other travel.

## Hotel/Accommodations

- CIFAR books hotels at group rates for program meetings and workshops.
- Accommodation will be booked by CIFAR for event participants in order to facilitate the best rates and location. If accommodation is booked outside of the CIFAR booking agreement, reimbursement will only be provided up to the cost of a room within the CIFAR group rate. Booking accommodation outside of the CIFAR booking agreement requires written pre-approval from CIFAR.
- Travellers staying with relatives or friends may claim \$30 per night in lieu of accommodation cost.
- Internet fees are allowable expenses to a maximum of \$25. All other incidentals are the responsibility of the traveller.
- If reservations must be cancelled, it is the responsibility of the traveller to make sure that cancellation is made in advance so that “no show” charges will not be incurred.
- The CIFAR meeting coordinator must be informed of any changes to arrival and departure dates, or cancellations at least 7 days in advance. Changes in arrival dates in less than 7 days or “no shows” may result in the hotel cancelling all nights booked and charging CIFAR at the full rate for no-show nights. If you change your arrival dates and fail to inform a CIFAR meeting coordinator, you may be charged for no-show nights.

## Meals

- Reimbursement will be made for actual meal expenditures up to the following maximum amounts. Itemized receipts are required.
- Allowable meal costs are based on the Canadian National Joint Council allowances and are updated April 1st each year. <https://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>
- Please refer to the following table to find the allowable amounts.

|                | Currency   | Breakfast | Lunch    | Dinner   |
|----------------|------------|-----------|----------|----------|
| Canada         | <i>CAD</i> | 20.00     | 22.00    | 45.00    |
| USA            | <i>USD</i> | 20.00     | 22.00    | 45.00    |
| Australia      | <i>AUD</i> | 28.00     | 50.00    | 75.00    |
| United Kingdom | <i>GBP</i> | 16.00     | 27.00    | 38.00    |
| France         | <i>EUR</i> | 23.00     | 40.00    | 50.00    |
| Germany        | <i>EUR</i> | 28.00     | 35.00    | 45.00    |
| Italy          | <i>EUR</i> | 20.00     | 35.00    | 45.00    |
| India          | <i>INR</i> | 1,500.00  | 2,300.00 | 3,000.00 |
| Israel         | <i>USD</i> | 25.00     | 45.00    | 55.00    |
| Japan          | <i>JPY</i> | 3,800.00  | 4,800.00 | 7,000.00 |
| Singapore      | <i>SGD</i> | 35.00     | 55.00    | 75.00    |

- **Please note that CIFAR does not offer a per diem; only actual meals with corresponding itemized receipts, including amount and gratuities, will be reimbursed at the allowable rates.** Please note that group meals are frequently provided by CIFAR. In these cases, additional meals consumed will not be reimbursed.
- For self-organized dinners of small ad hoc groups of CIFAR program members and meeting guests of 2 or more, the allowable rates per person must be adhered to, and a list of names must be provided on the back of the receipt.
- If a guest accompanies a program member, guest speaker or other invitee, CIFAR will only reimburse the cost for the invitee, not for the guest.

### Dependant Care

- Where necessary for attendance at a CIFAR meeting, CIFAR will reimburse costs associated with dependant care at the meeting location for an individual with a dependant under 12 years of age, or at an alternative location (including at home) and may include those expenses incurred in transporting and accommodating a caregiver.
- Where necessary for attendance at a CIFAR meeting, CIFAR will reimburse actual costs, over and above your normal dependant care costs, at the attendee's home location for an individual with a dependant 12 years of age and over.
- Dependant care support requires written pre-approval by CIFAR and is subject to the restrictions outlined in this policy.
- Itemized receipts are required.
- CIFAR is not responsible for arranging dependant care.

### Other Eligible Expenses

- Travel/entry VISA fees (passport and immigration fees will not be reimbursed)
- Transaction fees levied by travel agency
- Any travel expenses related to physical/medical disabilities of the traveller with written pre-approval by CIFAR
- Reasonable gratuities not exceeding 20%
- Ground transportation to and from airports, railway stations, and between event venues are permitted. Original receipts must accompany the expense report

## Ineligible Expenses

- Any expenses related to accompanying travel companions (with the exception of caregivers for children as described in the Dependent Care section of this policy)
- Non-business or personal expenses
- Personal travel insurance (medical, baggage); see above regarding trip cancellation insurance
- Premium seats. Exceptions will be made for medical reasons, if pre-authorized in writing by CIFAR. CIFAR reserves the right to request a doctor's note.
- Pet care expenses
- Interest charges levied on overdue invoices or credit card statements
- Bank/Credit card charges related to foreign exchange fees, debit fees and/or annual service fees
- Fees related to deposit of bank drafts and cheques
- Unnecessary stopovers or excess personal baggage
- Lost or stolen items
- Personal hotel expenses including movies, personal telephone calls and mini-bar charges
- Expenses for failure to cancel transportation or hotel reservations

## PLEASE NOTE:

- All Requests for Reimbursement **must be submitted within 30 days of the meeting date** with copies of the receipts and a completed CIFAR reimbursement form.
- **Only copies itemized receipts are admissible. Credit card slips or statements are not admissible.** Exceptions will be made for taxi and group meals (where individual receipts were not issued). We may require you to provide the original receipts up to 6 months after a request is submitted. CIFAR also reserves the right to request additional information in justification of any request and may decline a request for reimbursement if a satisfactory justification is not provided or if a required pre-approval has not been met.
- CIFAR is not responsible for reimbursing requests that are submitted by mail and are not received at our office.
- Instructions for completing and submitting a Request for Reimbursement are included on the meeting website and will be emailed with final details.
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**CIFAR complies with Accessibility for Ontarians with Disabilities Act (AODA). Please let us know if you have any special needs that require accommodation.**