

## **CCC TRAVEL AND EXPENSES POLICY**

### **Preamble**

1. CCC employees, volunteers and athletes are frequently required to travel on Association business. CCC undertakes to pay for the legitimate costs of such travel, either directly or by reimbursing individuals for the expenses they incur.

### **Aim**

2. The aim of this policy is to describe the entitlements and related procedures for CCC employees, volunteers and athletes when traveling on behalf of the Association.

### **Policy Principles**

3. Legitimate costs incurred in the performance of CCC business will be borne by the Association. Where it is uncertain whether a cost is “legitimate”, approval should be sought from the National Office (the Director of Administration and Communication - DAC) or the Executive Director before the cost is incurred.

4. The standard of travel, accommodation, meals, etc, that is envisioned and that is covered by this policy is “reasonable”, rather than “extravagant”. The Association’s budget is finite, and the intent is to conserve limited resources for commitment to programs that directly support the achievement of the Association’s mission. Business class travel, luxury hotels and expensive restaurants do not fall within the parameters of this policy.

### **Air Travel**

5. The majority of CCC’s air travel bookings for staff and volunteers will be made through the CCC National Office by the DAC, using the designated CCC travel agency. NST coaches may also book travel, and will normally use the CCC travel agency when doing so. Flight bookings will be made with the most economical carrier, and bookings should be made well in advance in order to take advantage of seat sales that may become available.

6. Individuals who are unable to make their arranged flight or who need to make changes are asked to notify the CCC National Office prior to doing so. Those knowing that they will miss their flight are requested to cancel their ticket with the airline and claim for a credit note for the value of the ticket. This credit note will stay on file at CCC for future travel. Those needing to make a change of flight dates or times must realize

that there may be significant charges for any changes made to tickets. This amount will be subsidized by CCC for valid reasons only.

7. Airport departure fees will be reimbursed by CCC on the presentation of receipts when an Expense Claim is submitted.

## **Ground Travel**

8. **CCC Vehicles.** Vehicles owned by CCC are to be used only for CCC business. When possible, CCC vehicles should be used in priority over personal motor vehicles for CCC business related travel.

9. **Personal Motor Vehicles.** Individuals may elect to use a personal motor vehicle for CCC business related travel when this method of travel is more economical than air travel or rental vehicle. To protect CCC's liability, the insurance policy on a personal vehicle used for CCC travel must provide at least \$1 million third party liability coverage (PLPD) (a Treasury Board standard). Travel by this means will be reimbursed at either \$0.45 per kilometre or by submission of fuel receipts. Note that travel to and from work is not compensable.

10. **Rental Vehicles.** If the use of a rental vehicle is approved, reimbursement will be for the cost of the rental plus any fuel receipts. When CCC has a sponsorship or rebate arrangement with a rental company, that company is to be used whenever possible. Details on such arrangements are available from the CCC National Office.

## **Hotel Accommodation**

11. **Staff and Volunteers.** The majority of accommodation requirements for CCC staff and volunteers will be for conferences and meetings, and will be coordinated by the National Office. The principles which will govern accommodation, whether booked by the National Office or by individual employees, are as follows:

- a. Shared room occupancy, on the basis of one bed per person, unless it is impossible to match schedules and genders.
- b. Best rate, group rate or economy rate at the selected hotel. When CCC has a sponsorship or rebate arrangement with a hotel or hotel chain, this option is to be exercised as the first priority of choice.
- c. Occupancy from the night of or prior to the first official meeting, through to the night before the last official meeting. Exceptions will be made when departure travel is unavailable for the last day of meetings. In that case, accommodation will be provided until departure can be arranged.

11. **National Ski Team.** NST coaches will normally make accommodation arrangements for athletes and staff for trips and camps. They are expected to obtain accommodation

that is consistent with the above principles, while also meeting the requirement of convenience to the competition or training site. Accommodation options may include rental houses, condominiums, etc.

## **Meals**

**12. Domestic Travel – Staff and Volunteers.** For staff and volunteers who are required to eat in restaurants while travelling on business in Canada, a per diem allowance of \$54.00 will be provided for every full day. For partial days (i.e. when travel begins or ends part way through the day, or when some meals are provided at no incremental cost to the individual), a per meal allowance will be provided as follows:

- a. Breakfast - \$13.00;
- b. Lunch - \$13.00; and
- c. Supper - \$28.00.

Note: A meal allowance will not be paid when a meal is provided during an airline flight, at a conference, etc.

**13. International Travel – Staff and Volunteers.** The cost of restaurant meals can be much higher in countries other than Canada. Therefore, expenses in these situations will be reimbursed on the basis of actual cost, with the submission of receipts. Personnel in these situations are expected to exercise discretion in the interests of budget economy. Without receipts the domestic per meal cost is the maximum that may be claimed.

**14. NST Travel.** For athletes and staff during trips and camps, NST coaches are responsible for determining meal allowances that are fair, economical and appropriate to the circumstances. In some situations, meal plans that are available with hotel accommodation may be a cost-effective option. In others, where cooking facilities are available, an allowance may be provided to each person to permit meals to be prepared in the team's accommodation on an individual or group basis.

**15. Alcoholic Beverages.** CCC will not reimburse individuals for the cost of alcoholic beverages consumed when they are travelling on an "actual cost" claim. However, individuals who are receiving a per meal allowance or a per diem allowance are at liberty to spend their allowance as they wish.

**16. Entertainment.** At the discretion of the Executive Director or President, wine or beer in limited quantities (i.e. one drink before dinner, one with dinner) may be provided at CCC's expense to accompany one group meal during each meeting of the Board or extended staff and Committee Chair planning meeting. This expenditure is justified in consideration of the considerable time and effort which is contributed to the Association by these individuals without compensation.

## **Incidentals**

17. A maximum daily allowance of \$5.00 will be paid for incidentals and miscellaneous expenses (e.g. telephone calls, newspaper, laundry, tips) incurred during travel on behalf of CCC. Receipts must be submitted in order to claim allowance.

18. Other expenses incurred for airport shuttles, parking fees or taxis will be reimbursed upon submission of the appropriate receipts.

## **Expense Claims**

19. Expense claims are to be submitted to the National Office (attention the DAC) for payment on the CCC Expense Claim Form, with supporting receipts where required. The form is available in electronic format from the DAC. Claims should be submitted within a month after the completion of travel.