

Canadian Institute for Procurement and Materiel Management
Institut canadien d'approvisionnement et de gestion du matériel

DIRECTIVE ON TRAVEL AND HOSPITALITY EXPENDITURES

(Partially adapted from the National Joint Council Travel Directive)

1. Effective Date

This directive comes into effect September 1, 2016

2. Application

This directive applies to all office holders, employees and volunteers (collectively referred to as individuals) of the Canadian Institute for Procurement and Materiel Management (CIPMM). It also applies to contractors if the contract specifies that they are to abide to this directive.

For additional clarity, certain employers (including government departments) have issued a travel policy for their employee that mandates the use of a specific travel arranger, allowances, rates and/or procedures. In those circumstances, CIPMM shall reimburse the actual cost of travel (including an arrangement fee, if applicable) approved under the employer's policy to the appropriate party (employer or traveller, depending on the employer's travel policy).

3. Principles

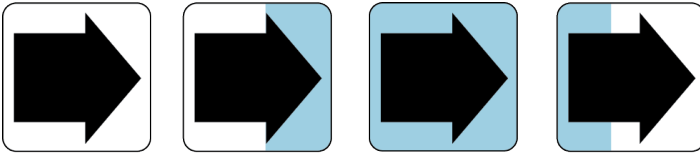
Trust - increase the amount of discretion and latitude for individuals to act in a fair and reasonable manner.

Flexibility - create an environment where CIPMM decisions respect the duty to accommodate, best respond to individuals needs and interests, and consider operational requirements in the determination of arrangements.

Respect - create a sensitive, supportive environment and processes that respect individuals needs.

Valuing people - recognize individuals in a professional manner while supporting individuals, their families, their health and safety in the travel context.

Transparency - ensure the consistent, fair and equitable application of the policy and its practices.



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Modern practices - introduce travel and hospitality management practices that support the principles and are in keeping with industry trends and realities; develop and implement an appropriate accountability framework and structure.

4. Administration

4.1 Authorization

CIPMM has the responsibility to authorize and determine when travel or hospitality is necessary, and to ensure that all arrangements are consistent with the provisions of this directive. Following consultation between CIPMM and the individual, the determination of the arrangements shall best accommodate the individual's needs and interests and CIPMM's operational requirements.

Travel or hospitality shall be authorized in advance in writing to ensure that all arrangements are in compliance with the provisions of this directive. In special circumstances, travel or hospitality shall be post authorized by CIPMM.

Expenses resulting from misinterpretations or mistakes are not a basis for reimbursement or non-reimbursement. However, such situations shall be reviewed on a case-by-case basis.

4.2 Loyalty programs

Provided that there are no additional costs to CIPMM, individuals on CIPMM business can join loyalty programs and retain benefits offered by the travel industry for business or personal use.

4.3 Overpayments

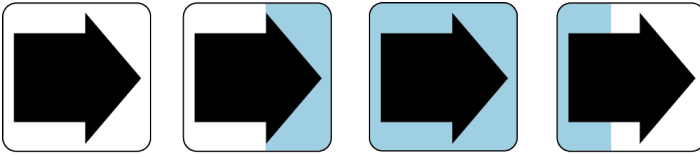
Overpayments, namely amounts reimbursed or paid to individuals, which are not in accordance with the terms of this directive, shall be recovered as a debt owing to CIPMM.

4.4 Receipts

Where the individual certifies that the receipt was lost, accidentally destroyed or unobtainable, a personal declaration may replace the receipt.

4.5 Reimbursement by another organization

By submitting a travel claim, a traveller certifies that he/she is not receiving a reimbursement from another organization, such as his/her employer.



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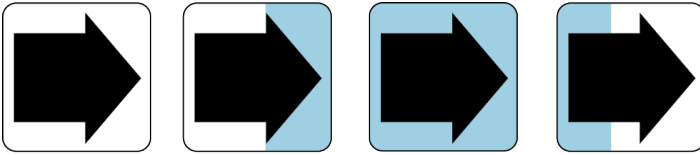
4.6 Responsibilities

CIPMM shall:

- (a) approve travel or hospitality expenses in accordance with Appendix A;
- (b) ensure that this directive is available on CIPMM website;
- (c) ensure that the approval authority defined in Appendix A:
 - (i) determine whether travel or hospitality is necessary;
 - (ii) ensure that arrangements are consistent with the provisions of this directive; and
 - (iii) ensure that accommodation of needs is provided to the point of undue hardship.
- (d) authorize travel or hospitality;
- (e) verify and approve expense claims before reimbursement in accordance with Appendix B, C and D.

The individual shall:

- (a) become familiar with the provisions of this directive;
- (b) consult and obtain authorization, where applicable, for travel or hospitality in accordance with the directive;
- (c) inform the CIPMM of his/her needs that may require accommodation;
- (d) complete and submit expense claims with necessary supporting documentation before (applies only to the pre-approved, advance purchases, e.g. registration fees, airfares and train tickets) and / or as soon as possible after the completion of the travel or hospitality event; and



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(e) be responsible for cancelling reservations as required.

5. Travel

5.1 Accommodation

The standard for accommodation is a single room, in a safe environment, conveniently located and comfortably equipped.

A variety of options for accommodation are available for travel. Generally these include hotels, motels, corporate residences, apartments, private non-commercial accommodation, and government and institutional accommodation.

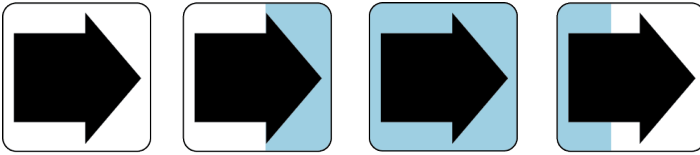
Travellers shall be reimbursed for the actual cost of commercial accommodation, up to the maximum allowance identified in Appendix C. If no suitable commercial accommodation is available within the maximum allowance, the traveller shall be reimbursed actual costs. If a traveller select a room more expensive than the maximum, he/she shall be reimbursed the lesser of the following amounts :

- (a) the cost of an available standard single room in the same establishment
- (b) the cost of a suitable, comparable and available single room in another establishment
- (c) the maximum allowance

Although travellers generally stay in commercial accommodation, private non-commercial accommodation is encouraged. A traveller who chooses private non-commercial accommodation shall be reimbursed the rate as specified in Appendix C. In addition, ground transportation costs shall be authorized when it is cost effective. Cost effectiveness shall be determined by comparing the total cost of accommodation and transportation in the private non-commercial accommodation with available commercial or government and institutional accommodation and the associated transportation costs.

5.2 Additional business expenses

The traveller shall be reimbursed for business expenses not otherwise covered such as business calls, photocopies, word-processing service, faxes, internet connections, rental and transportation of necessary office equipment and transportation of required personal effects.



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The traveller whose schedules have been altered for reasons outside their control shall be reimbursed for reasonable telephone costs to attend to situations related to the traveller's altered schedule.

The traveller shall also be reimbursed for service charges/fees for actual and reasonable expenses for financial transactions such as, but not limited to:

- Automated Banking Machine use;
- credit/debit card use;
- financial institution foreign currency transaction commission(s);
- traveller's cheques acquisition; and
- cheque-cashing fees.

Reimbursement claims shall be supported by receipts and indicate the expense currency.

The traveller shall also be reimbursed for the cost of a safety deposit box when supported by receipts.

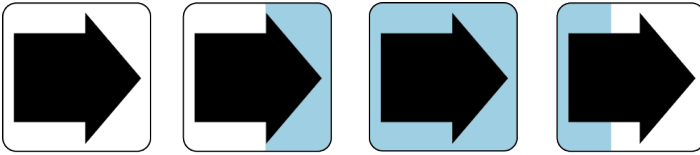
5.3 Currency exchange

The costs incurred to convert reasonable sums to foreign currencies and/or reconvert any unused balance to Canadian currency shall be reimbursed, based upon receipts, from all transactions and sources.

When these costs are not supported by receipts, the average Bank of Canada currency exchange rate shall apply. In cases where the Bank of Canada does not provide an exchange rate, an alternate bank rate from an established institution, as determined by CIPMM, shall be applied. The rate shall be the average of the rates applicable on the initial date into the country and the final date out of the country.

5.4 Dependant care

A traveller who is required to travel on CIPMM business shall be reimbursed actual and reasonable dependant-care expenses up to a daily maximum of \$35 Canadian, per household, with a declaration, or up to a daily maximum of \$75 Canadian, per household, with a receipt when the traveller is the sole caregiver of a dependant who is under 18 years of age or has a mental or physical disability.



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The dependant-care allowance shall apply only for expenses that are incurred as a result of travelling and are additional to expenses the traveller would incur when not travelling.

5.5 Home communication

Home communication is included in the incidental expense allowance.

5.6 Incidental expense allowance

A traveller shall be paid an incidental expense allowance that covers a number of miscellaneous expenses not otherwise provided for in this directive for each day or part day in travel status as per Appendix C.

5.7 Meals

A traveller shall be paid the applicable meal allowance for each breakfast, lunch and dinner while on travel status.

Meal allowances shall be reimbursed in accordance with the rates specified in Appendix C.

A meal allowance shall not be paid to a traveller with respect to a meal that is provided. In exceptional situations where a traveller has incurred out of pocket expenses to supplement meals provided, the actual incurred costs may be reimbursed, based on receipts, up to the applicable meal allowance.

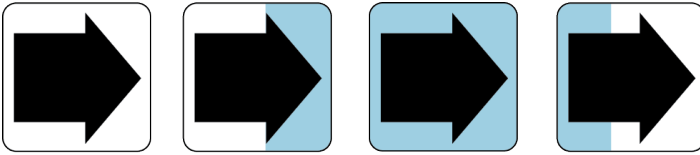
Where a traveller incurs meal costs that are higher than the established meal allowances in situations outside the traveller's control, the actual and reasonable expenses incurred shall be reimbursed, based on receipts.

5.8 Rest periods

Unless mutually agreed otherwise, itineraries shall be arranged to provide for:

- (a) a suitable rest period; and/or
- (b) an overnight stop after travel time of at least nine consecutive hours.

Travel time is the time spent in any mode of transportation en route to destination and/or awaiting immediate connections. This includes the time spent travelling to and from a carrier's terminal.



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A suitable rest period shall not be unreasonably denied.

5.9 Transportation

The selection of the mode of transportation shall be based on cost, duration, convenience, safety and practicality. In addition to provisions outlined below under (a) Commercial, (b) Other modes of transportation and (c) Vehicles, expenses associated with the selected mode of transportation shall be reimbursed based on receipts, indicating the expense currency. Where a receipt is not available, a declaration will suffice. Such expenses include:

- seat selection fee for commercial, private and/or chartered carriers;
- airport improvement fees, not otherwise paid (e.g. prepaid as part of the fare);
- airport departure tax, not otherwise paid;
- miscellaneous charge order, for excess baggage/excess weight for commercial, private and/or chartered carriers (written explanation also required);
- public carrier ticket "change fee" for legitimate authorized official CIPMM purposes; and
- legitimate, mandatory transportation service charges and fees, incurred while in travel status, not otherwise paid (e.g. docking fees, road/bridge tolls, ferries and other transportation service charges/fees).

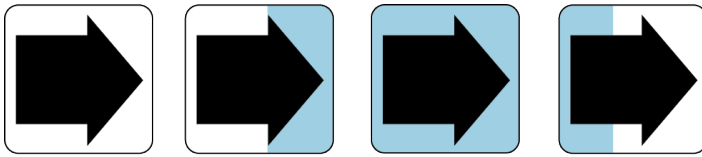
When authorized travel or overtime causes a disruption in the traveller's regular commuting pattern, the traveller shall be reimbursed for additional transportation costs incurred between the residence and the workplace.

(a) Commercial

The standard for air travel is economy class. The lowest available airfares appropriate to particular itineraries shall be sought and bookings shall be made as far in advance as possible.

The standard for rail travel is the next highest class after the full economy class.

Taxis, shuttles and local transportation services are alternatives for short local trips. Actual expenses, including gratuities, shall be reimbursed. Receipts are only required to justify taxi fares in excess of \$10.



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(b) Other modes of transportation

Occasionally, other modes of transportation not normally used on roadways shall be authorized for use on CIPMM travel when these modes of transportation are safe, economical and practical.

Travellers using these other modes of transportation shall be reimbursed at the applicable kilometric rate based on the direct road distances, if available. When there are no road distances, the traveller shall be reimbursed for actual or reasonable distances travelled.

(c) Vehicles

The standard for rental vehicles is mid size. Rental vehicles beyond the standard shall be authorized based upon factors such as, but not limited to, safety, the needs of the traveller and the bulk or weight of goods transported.

The kilometric rates payable for the use of privately owned vehicles driven on authorized CIPMM travel are prescribed in Appendix B. Travellers shall use the most direct, safe and practical road routes and shall claim only for distances necessarily driven on CIPMM travel.

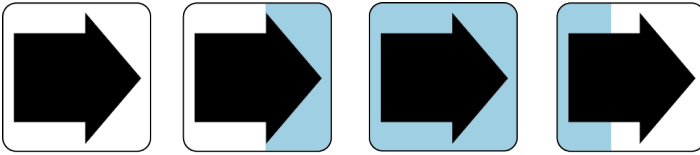
Travellers who are driven to or picked up from a public carrier terminal shall be reimbursed the kilometric rate based on the distance to and from the public carrier terminal for each round trip.

In the interests of safe driving, when private vehicles are authorized, travellers shall not normally be expected to drive more than:

- 250 kilometres after having worked a full day;
- 350 kilometres after having worked one-half day; or
- 500 kilometres on any day when the traveller has not worked.

Parking charges shall be reimbursed where it is practical and economical to leave a private vehicle at the public carrier's terminal during the period of absence.

For every day on which a traveller is authorized to use a private vehicle on CIPMM travel, the traveller shall be reimbursed the actual costs of parking the vehicle for that period of time.



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5.10 Insurance plans and compensation

CIPMM shall not provide or reimburse the traveller for additional insurance or compensation, except as provided under 5.11.

5.11 Vehicle Insurance

Collision damage waiver coverage for the entire period that a vehicle is rented is required. This coverage is often included with the traveller's own credit card. However, it shall be reimbursed in circumstances where coverage needs to be purchased separately. CIPMM assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate and the supplementary business insurance premium, where required. CIPMM is not responsible for reimbursing deductible amounts related to insurance coverage.

Privately owned vehicles or other types of transportation used on CIPMM travel shall have at least the minimum provincial/territorial/state/country insurance coverage of public liability and property damage.

Additional premium costs for public liability and property damage, collision and comprehensive coverage shall be reimbursed for the applicable period, when supplementary business insurance for a vehicle is required.

5.12 Combining Personal or Other Professional Travel

Travel that combines CIPMM and personal or other professional business must be reimbursed at the lesser of

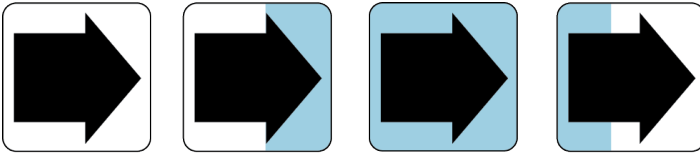
- (a) actual transportation expenses; or
- (b) an estimate of the minimum acceptable expenses that would have been incurred if the personal or other professional travel had not taken place.

Additional expenses arising from personal or other professional extensions to business travel are the traveller's responsibility.

6. Hospitality

6.1 Introduction

The provision of hospitality is often necessary to support the conduct of CIPMM's business and to deliver on core mandates and priorities. In this way, it may support the conduct of business with government, industry or public interest groups as well as



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CIPMM business meetings. All office holder's are responsible for exercising rigorous management of hospitality, including taking measures to minimize and/or avoid costs. Decisions to offer hospitality must be carefully considered and demonstrate the necessity based on the circumstances and/or courtesy, diplomacy or protocol.

6.2 Definition

Hospitality (accueil) consists of the provision of meals, beverages or refreshments in events which are necessary for the effective conduct of CIPMM business and for courtesy, diplomacy or protocol purposes.

It may also include local transportation to and from events as well as other reasonable measures deemed appropriate for reasons of courtesy, diplomacy or protocol. Hospitality does not include expenditures for individuals on travel status.

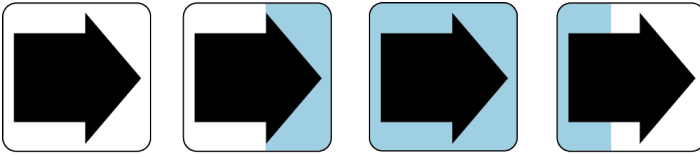
6.3 Planning

The provision of food and beverages is acceptable in accordance with the allowance limits in Appendix D.

- a. The allowance is the expected meal cost per person to be applied in normal circumstances,
- b. A cost per person exceeding the allowance per person is to be applied in exceptional circumstances, justified by the type of event, the status and nature of participants and for reasons of courtesy, diplomacy and/or protocol.
- c. Exceptionally, the offering of tickets to tours of local areas or other places of interest, and other similar entertainment activities as well as other reasonable measures may be deemed appropriate for reasons of courtesy, diplomacy or protocol as part of an event.

Facility rental and associated costs such as audio/video equipment and technical support or translation services are not considered as part of hospitality except in special circumstances for reasons of courtesy, diplomacy or protocol (e.g. in circumstances where the costs are directly and inherently for hospitality purposes, such as the rental of a room to be used only for hosting a lunch).

Office holders can be provided hospitality only in situations where:



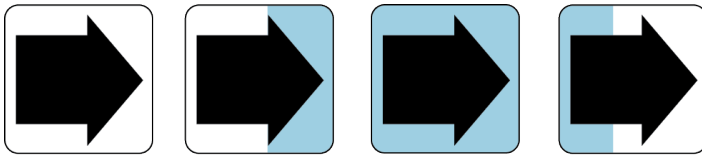
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- a. office holders are required to participate in operations, business meetings, training or events that extend beyond normal working hours. This includes
- b. situations where they are required to work through normal break and meal periods.
- c. It may include situations where there are no nearby or appropriate facilities to obtain refreshments or meals
- d. office holders are required to be part of an event, or to participate in a CIPMM hosted conference, which includes participants whom hospitality will be provided as a matter of courtesy, diplomacy or protocol.

6.4 Approval

The Board of Director's pre-approval is required for hospitality unless :

- a. Total hospitality costs associated with an event is less than the amount stipulated in Appendix A
- b. Food and beverage costs does not exceed the maximum allowance per person in Appendix D
- c. Entertainment will be not provided
- d. Hospitality will not be provided to a spouse or to a person accompanying an event participant



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APPENDIX A – APPROVALS
Effective Date : September 1, 2016

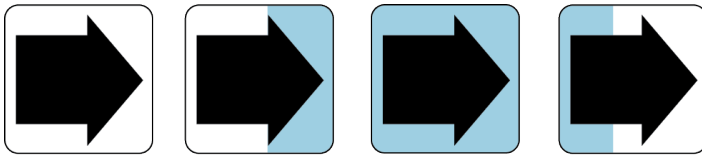
TRAVEL

TRAVELLER	APPROVAL
President	Board of Directors Or Treasurer + 1 of the following : Vice-President (less than \$2000)*
Executive (VP or Treasurer)	Board of Directors Or President + 1 of the following : Vice-President, Treasurer (less than \$2000)*
Director	Board of Directors Or President + 1 of the following : Vice-President, Treasurer (less than \$2000)*
Employee, Contractor or Volunteer	Board of Directors Or President + 1 of the following : Vice-President, Treasurer (less than \$2000)*

HOSPITALITY

TRAVELLER	APPROVAL
President	Board of Directors Or Treasurer + 1 of the following : Vice-President (less than \$500)*
Executive (VP or Treasurer)	Board of Directors Or President + 1 of the following : Vice-President, Treasurer (less than \$500)*

- Approval authority for all expense claims (any value). Amounts include taxes.



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APPENDIX B – KILOMETRICS RATES

The CIPMM Kilometric Rates shall be the latest rates published by the National Joint Council under Appendix B - Kilometric Rates of its Travel Directive.

<http://njc-cnm.gc.ca/directive/d10/v238/s658/en>

APPENDIX C – TRAVEL ALLOWANCES

The CIPMM Travel Allowance shall be the latest travel allowance published by the National Joint Council under Appendix C - Allowances Module 1, 2 and 3 and Appendix 4 - Allowances Module 4 of its Travel Directive.

<http://njc-cnm.gc.ca/directive/d10/v238/s659/en>

http://njc-cnm.gc.ca/directive/app_d.php?lang=en

APPENDIX D – HOSPITALITY ALLOWANCES

Effective Date: September 1, 2016

	Canadian \$ (taxes included)
	Canada & USA
1. Canada	
breakfast	25.20
refreshment	8.40
lunch	34.00
reception	33.60
dinner	78.75
daily total	144.30
2. United States of America (USA)	
Allowances in the United States of America are the same as in Canada but paid in US funds.	