

Multiple Sclerosis Society of Canada

Policy Procedures - Business-Related Travel and Expenses

Following are the detailed procedures for business-related travel and expenses and are to be used in conjunction with the Policy Direction – Business-Related Travel and Expenses.

The procedures were approved by the Executive Team on June 18, 2009; revised and approved in May 2014.

Air Travel

Acceptable air travel fare booking will be no greater than the Air Canada Flex category or equivalent no matter which airline is used.

Business class travel will not be reimbursed except when one or more of the following exceptional conditions are met. Executive approval * (see page 4 for definition) must be secured in advance.

- The volunteer or employee is traveling on an overnight flight of more than five hours in order to attend meetings that commence in the morning on the date of arrival. Volunteers or employees requesting to travel business class must demonstrate why it is not possible to travel earlier to avoid the need for business class.
- Health issues (e.g., volunteer or employee is in a leg cast which requires additional room).

For volunteers or employees who travel frequently, flight passes may be purchased. Executive approval is required in advance of the purchase.

The MS Society does not place a claim on any air miles earned by volunteers or employees when travelling on MS Society business.

Unless a number of flights are being booked for a specific conference, fees related to booking air travel through a travel agent will not be reimbursed. Individual flights should not be booked through a travel agent.

Train Travel

When volunteers or employees travel by train instead of air, the VIA Comfort Class fare should be used for journeys of three hours and under in duration. The VIA One fare is permissible for journeys of more than three hours.

Use of Vehicles

Rental

The preferred option is for volunteers or employees to rent a vehicle when travelling out of town or within a location where public transit is not available. The standard for a rental vehicle is mid size. Rental vehicles beyond this standard

shall be authorized based upon factors such as but not limited to: safety, needs of the traveller and the bulk or weight of goods being transported.

Volunteers or employees traveling from the same community to the same destination should travel in the same rental vehicle rather than renting separate vehicles unless circumstances require them to arrive or depart at different times.

When volunteers or employees rent a vehicle, the rental company's insurance package must be purchased to prevent utilization of the MS Society's insurance policy in case of an accident.

Use of Own Vehicle

For trips of less than 200 kilometres per day, vehicle use will be reimbursed on the basis of the following kilometre reimbursement chart, which is set at 85% of the posted reimbursement rate from the Treasury Board of Canada:

Atlantic Canada – \$0.43 per kilometre
Quebec - \$0.485 per kilometre
Ontario - \$0.47 per kilometre
Manitoba - \$0.40 per kilometre
Saskatchewan - \$0.39 per kilometre
Alberta - \$0.44 per kilometre
BC - \$0.43 per kilometre

These rates will be updated semi-annually on January 1st and July 1st to reflect any changes to the posted Treasury Board rates.

For trips of more than 200 kilometres per day, reimbursement is 200 kilometres times the mileage reimbursement rate identified above. The cost of gas is an allowable expense for reimbursement as that expense would have been incurred with a rental car. Receipts for consumed gas are required.

Volunteers or employees using their own vehicle for MS Society business must have a minimum of \$1,000,000 liability coverage and must provide evidence of this to the MS Society upon request. The MS Society's insurance policy will only apply if the claim made as a result of an accident exceeds the volunteers or staff member's liability coverage of \$1,000,000.

Distracted Driving

All MS Society employees are prohibited from using hand-operated electronic devices while operating any vehicle during MS Society business. Prohibiting the use of these devices will help minimize distractions that could prevent employees and volunteers from operating a vehicle in a safe manner.

Where the law prohibits, drivers may use a device in hands-free mode while operating a vehicle. Hands-free is a mode of use in which the driver is able to keep both hands on the wheel. A device is considered to be operated in hands-free mode if it can be used exclusively by voice commands or by touching the

device only once to initiate or accept a telephone call and only once to end it, while all other actions in relation to the call are performed exclusively by voice commands.

Hand-operated electronic devices, including but not limited to the list below, can only be used in a hands-free mode where the law permits while operating a motor vehicle:

- Cell phones
- Smart phones
- Blackberries
- Computers / laptops / tablets
- Pagers
- Text message devices
- Global Positioning System (GPS) devices
- MP3 and DVD players and other portable entertainment device

Public Transit

Volunteers or employees are encouraged to take public transit when possible when travelling on MS Society business within cities with adequate public transit infrastructure. The cost of bus or subway tickets or subway tokens will be reimbursed based on submission of information about the location of the meeting on the expense report. No receipts are required.

The MS Society does not reimburse the cost of public transit or other modes of travel for journeys to and from work from home.

Parking Charges

Parking lot fees will be reimbursed on the basis of receipts for the charges. Parking meter charges will be reimbursed based on submission of information about the location of the meeting on the expense report. No receipts are required for parking meter charges.

Parking charges will generally not be reimbursed for volunteers or employees who travel to an MS Society office as part of their ordinary course of work with the following exceptions: (1) parking is part of the employment agreement and (2) volunteers or employees are transporting bulky or heavy goods.

Taxis

Charges for taxis taken for MS Society business will be reimbursed based on submission of receipts.

Accommodation

When volunteers or employees travel for MS Society business not associated with a conference, the hotel should be in proximity to the office/location they are visiting. Volunteers or employees should book at hotels that are midrange in terms of room charges.

When volunteers or employees attend a conference, accommodation should normally be booked at the hotel where the conference is being held. If alternative accommodation is desired, the maximum reimbursement will be equal to the rate that would have been charged by the conference hotel at the conference rate.

Volunteers or employees are encouraged to share accommodation, when appropriate.

If volunteers or employees choose to extend a stay for personal travel at a destination required to visit for business purposes, the MS Society will reimburse only the costs associated with the business portion of the trip. Additional room nights would be a personal expense, however, travel to and from the destination would be a business expense since the travel cost is not affected by extending the stay.

The MS Society does not object to family members travelling with MS Society volunteers or employees. If volunteers or employees are accompanied by family members, no expenses related to family members will be reimbursed.

If volunteers or employees stay with family or friends while on MS Society business (instead of a hotel), reimbursement of \$30 per stay is allowed to provide a host/hostess gift. Receipts are required for reimbursement.

Meals

For individual travel, the following guidelines from the Treasury Board of Canada must be followed for reimbursement of expenditures on meals:

- Breakfast – maximum of \$15.75
- Lunch – maximum of \$15.10
- Dinner – maximum of \$42.00
- Incidentals * - maximum of \$17.30 – for overnight trips only

The maximum for reimbursement on a daily basis is \$72.85. If the cost of one meal (i.e., breakfast) is over the daily maximum limit, it can be offset by lunch or dinner being less than the daily maximum. Receipts are required for all meal reimbursement. The maximum amounts will be updated semi-annually on January 1st and July 1st to reflect any changes to the posted Treasury Board rates.

Alcohol

For individual claimants – The maximum reimbursement listed above is not intended to cover expenses associated with alcohol. If a volunteer or employee chooses to consume alcohol, it will be not be reimbursed.

If a volunteer or employee is entertaining on behalf of the MS Society to advance its interests, particularly as it relates to sponsors, donors or volunteers, the Society will reimburse expenses associated with alcohol to the extent the amount claimed is reasonable.

In order to protect all employees, volunteers and third parties from the risks of driving under the influence, the MS Society adheres to a one-drink policy. This means that while attending an MS Society sponsored event or function where alcohol is being served, an employee or volunteer who will be driving a vehicle cannot consume more than one alcoholic beverage. For these procedures, "one alcoholic beverage" means:

- 341 ml (12 oz.) bottle of 5% alcohol beer, cider or cooler
- 142 ml (5 oz.) glass of 12% alcohol wine
- 43 ml (1.5 oz.) serving of 40% distilled

Dependent and Attendant Care

Volunteers or employees who are caregivers and are responsible for providing daily care to a person with a disability shall be reimbursed actual and reasonable dependant care expenses.

Reimbursement of dependent care expenses shall apply only for expenses incurred as a result of travelling on MS Society business.

Volunteers or employees who require attendant care as a result of travelling on MS Society business shall be reimbursed actual and reasonable attendant care expenses.

Definitions

Executive approval - means approval by Division President or the appropriate member of the Senior Management Team at the national office.

Incidentals – includes tips or other minor expenditures to replace items that are normally available within your home (i.e., toothpaste, toothbrush, etc.).

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