



TRANS CANADA TRAIL
SENTIER TRANSCANADIEN
ONTARIO

Travel Policy Board of Directors and Staff

Policy Statement

It is the policy of Trans Canada Trail Ontario that directors, volunteers and staff be compensated for necessary and reasonable expenses incurred while performing duties on behalf of Trans Canada Trail Ontario. Compensation may be conditional upon the availability of funds.

Statement of Principles

Stewardship: Ensure consistent, fair and equitable application of this policy giving consideration to all circumstances, while maintaining the shared responsibility for wise and prudent use of TCTO funds.

Responsibility: Committee members and contractors are not expected to use their own finances for travel on TCTO business.

Post-audit approach: Supporting original documents are retained by the claimants and available on request for audit purposes.

Trust: Claim reviews will begin with the assumption that the claimant is adhering to the spirit and intent of this policy.

Flexibility: the intent is to accommodate, respond to claimant's needs and interests, and consider unforeseen circumstances.

Efficiency: The TCTO attempts to minimize administration costs by focussing clerical checking of claims to completeness and accuracy only.

Reason: Claims are expected to be reasonable and in line with accepted practices. Unusual charges or costs are to be explained.

Scrutiny: The Chair is responsible for approval of travel claims and will ensure the claims are reasonable and in line with this policy.

Compensation Alternative:

If desired, compensation for out-of-pocket expenses, the director or volunteer may donate to the Trans Canada Trail Foundation on behalf of TCTO and receive a Charitable Donation tax receipt.

Annual Budget

Each year the Treasurer will oversee the preparation the budget with an expense allocation for directors, volunteer and staff out-of-pocket necessary and reasonable expenses. This budget must be approved by the Board before compensation will be approved.

Purpose of Procedure

To provide a framework for the provision of compensation for out-of-pocket expenses so the directors, volunteers and staff are treated fairly and equally.

Definitions

Compensation - Payment for expenses incurred while carrying out the responsibilities of their position.

Trans Canada Trail Ontario Office - the main office for TCTO currently located at 39 Kawartha Heights Blvd. Peterborough ON, K9J 1N5

Directors - Any member on the 7 person Board.

Staff - Employees hired by Trans Canada Trail Ontario on a permanent and part-time basis. This may or may not include persons who are employed on a contractual basis (depends on terms of the contract).

Volunteers - The term is considered to include board of directors, committee members and others designated by the Trans Canada Trail Ontario as volunteers.

Charitable Tax Receipt - A receipt issued by the Trans Canada Trail Foundation on behalf of Ontario for treating expenses as a charitable donation for income tax purposes.

Scope - These policies are applied to local, regional, domestic or international expenses.

Procedures

Transportation Costs

Directors, staff and volunteers can assist in keeping these costs as low as possible by making effective transportation choices and advance planning. The type and grade of transportation selected should be a balance between need and cost.

- Rental cars, when possible, should be booked in advance to take advantage of corporate or promotional discounts. Receipts are required.
- Parking and toll receipts are required. Everyone is encouraged to select a parking option that presents a balance of cost and convenience.
- Taxis, hotel shuttles and public transportation systems such as buses and subways included as low cost methods of transportation. Receipts are required but it is recognized- that they cannot be conveniently obtained in all circumstances.
- Approval to Travel:
 - i Board members are expected to ensure the Chair is informed and agrees with their travel plans
 - ii General Manager's travel requires the approval of the Chair
 - iii Other staff's travel requires the approval of the General Manager
- All options available need to be considered including advance booking and seat sales. Coach class shall be considered to be the standard level of service.

Accommodations & Meals

- The type and grade of accommodation selected should be a balance between need and cost. Receipts are required.
- Movies, laundry, valet expenses and expenses incurred by family or friends will not be accepted as an allowable expense.
- It is recognized that people may stay with relatives or friends when traveling on Trans Canada Trail Ontario business thus offsetting the cost of commercial accommodation. The provision of a gift for the host not exceeding \$30.00 is permitted with a receipt.

- One call home per day while on necessary trips for the Trans Canada Trail Ontario within reasonable time limits will be an acceptable expense.
- Meals -discretion and common sense in selecting meal locations is requested.
- Original receipts, not credit card slips, are required for meal costs which include full cost, gratuity and *GST*
- The date, place, reason for expense, and persons present must be documented.
- Costs of meals will be compensated to established maximums per attached Schedule" A".
- Costs of meals for business lunches and meetings may be submitted.
- In the performance of duties it may be appropriate for members to pay the costs of a guest; in such cases submitted documented receipts are required.

Home Office Costs

Office costs, other than the main office, will be reviewed by the board or defined in the Terms of Agreement with contractual staff. The compensation of home office costs for Board members are as follows:

- Capital costs related to installing and maintaining a home office will not be compensated.
- Office supplies such as fax and copy paper, courier, and postage, and similar out-of-pocket costs will be reimbursed with a receipt. Large or bulk purchases should be pre-approved.
- Basic telephone line charges will not be compensated.
- The cost of long distance calls related to Trans Canada Trail Ontario business will be compensated with an itemized telephone bill.

Charitable Tax Receipts

- Directors, staff and volunteers may choose to receive a charitable tax receipt in lieu of compensation for some or part of the following: vehicle use, meals, accommodation and other out-of-pocket expenses.
- In order to receive a charitable tax receipt, the director, staff member or volunteer shall, on an annual basis:
 - (a) Submit a completed Expense Report to the Trans Canada Trail Ontario office.
 - (b) Include a cheque made payable to Trans Canada Trail in the amount of the expense claim.
- Trans Canada Trail Foundation will issue a cheque, together with a charitable receipt to the claimant, in the amount of the claim.
- No person shall be entitled to a charitable tax receipt for expenses for which compensation has been claimed or paid.

Other

- In special or unusual circumstances, directors, staff and volunteers who expect an unusually large expense cost related to an execution of their duties, may apply for a cash advance. A written request to the Treasurer stating responsibility and accountability for the funds will be required prior to issuance.
- All people requesting compensation must document expenses using forms provided for this purpose or similar forms electronically produced. *GST* should be reported separately.
- Expense forms should be submitted at the completion of each major trip or quarter for general expenses.
- Expense forms should be submitted annually when claiming a charitable tax receipt.

- The Trans Canada Trail Ontario Treasurer or designate shall review and approve all staff expense claims.
- The Trans Canada Trail Ontario Treasurer shall monitor all expense claims for compliance with the policy.
- Schedule "A" detailing eligibility for expense reimbursement and limits of reimbursement shall be maintained for easy reference. The Schedule can be changed as necessary through motion of the Board of Directors.
- The Board of Directors shall conduct an annual review of the Travel Policy to ensure appropriateness and compliance. Any recommended changes require a motion of approval by the Board.

Associated Documents

Compensation for Expenses - Schedule "A"

Item	Limit
Eligible Positions	Staff, Directors, Volunteers, others approved by the Board of Directors
Private Car Use	Rates will reflect provincial rates (Ontario Government)
Maximum Meal Costs	a. Actual meal charges up to a maximum of \$50/day will be reimbursed. No receipts are required. b. Claims over \$50/day are eligible with receipts with and explanation i.e. for more than one person.



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Expense Report Form



Name:

Date of Expense	Vendor if applicable	Description of Expense	distance travelled (km)	travel Mileage \$0.49/km	travel misc.	travel airfare	travel hotels	Expense Total	GST included
							Total		

Note: Expenses will be reimbursed for all completed expense forms with accompanying receipts.

Signature:

Date:

Conferences

To best manage available funds, TCTO has designated three types of conferences. These are:

- Provincial level conferences (Ontario)
- National level conferences (Canada)
- International level conference (USA only)

Persons wishing to attend conferences must request to do so in advance of registration and providing the board due consideration of the event at least one board meeting prior to the event.

Trans Canada Trail Ontario Staff

TCTO will endeavour to allocate funding in its annual budget for designated staff to attend, if funding and time commitments allow one or some of:

- 2 provincial level conferences per annum
- 1 national level conference per annum (Canada)
- 1 international level conference per year (USA)

Trans Canada Trail Ontario Board of Directors

TCTO will endeavour to allocate in its annual budget to allow approved volunteer members of the Board to attend, if funding and time commitments permit one or some of:

- 1 provincial level conference per annum
- 1 national level conference per annum (Canada)
- 1 international level conference per year (USA)

Selection of volunteer Board Members to attend conferences

If only one person submits a request to attend either class of conference, and there are sufficient funds in the current budget, that person will be allowed to go, with expenses paid as per Board Policy in Section A, above. If two or more volunteer members of the Board wish to attend the same level of conference their names shall be placed in a "hat" and another member of the Board, (preferably ex-officio member) will draw a name from the hat. The name of the person pulled from the hat will be the person designated to attend on behalf of TCTO

Restrictions

No single volunteer Board member will be allowed to attend more than one level of conference per year if there are other Board members willing to attend. If no other Board members are available to attend a conference, the Board Member who has previously attended a conference in the current year may offer their name for consideration to attend a second conference in the same year. In the event this person is selected all other policies regarding travel apply.