



Policy #: HR-008
TITLE: Travel and Expenses
Date issued: June 25, 2009
Date last revised: _____
Authorization: Chief Executive Officer

1.0 OBJECTIVE

All employees will be reimbursed for expenses incurred while traveling on authorized company business subject to the various guidelines relating to business travel. Amounts for yearly travel and related business expenses will be estimated and shown in current operating budget for approval by the Board of Directors.

Employees shall not accept gratuitous travel nor accommodation expenses from anyone while on ISI business, which may be construed as placing them under an obligation in the eyes of a third party. Any clarification should be requested from the employee's immediate supervisor.

Employees with authority to approve personal expense reports shall ensure that claims are fair and reasonable.

Personal expense reports shall include all out-of-pocket costs pertaining to the trip or transaction. Whenever possible, an employee (management and supervisory staff in particular) shall accumulate their out-of-pocket expenses for a reasonable period to reduce the number of cheques or cash reimbursements required. These expenses shall be claimed on a personal expense report form.

P-cards for corporate travel may be issued to ISI employees who travel on a frequent basis.

Personal expense reports are to be approved by the employee's immediate supervisor prior to requesting a cheque requisition. Expenses should give daily detail and not aggregated on a per trip basis.

2.0 ALLOWANCE FOR PERSONAL EXPENSES

- 2.1. Mileage allowance – \$0.40 per kilometre.
- 2.2. Meal allowance - \$47.00 per 24 hour period will be allowed.
 - 2.2.1. In less than a 24-hour period, the following allowance may be claimed: \$9.00 (breakfast), \$14.00 (lunch), \$24.00 (dinner).
 - 2.2.2. Additional claims for gratuities associated with meals will not be allowed.
- 2.3. Personal Accommodation - \$30.00 / day

3.0 USE OF PERSONAL VEHICLE

- 3.1. When a private automobile is used for the purpose of traveling, reimbursement to the employee is limited to the cost of actual kilometers traveled, or the equivalent of one return, lowest, economy airfare plus airport transportation service, whichever is the lesser. In no case will monies paid for out-of-town travel exceed economy airfare and ground transportation service.
- 3.2. Employees are responsible for maintaining adequate insurance when using a personal vehicle for business travel.
- 3.3. Safe Driving Policy – While on ISI business, all employees are expected to adhere to the Safe Driving Policy.
- 3.4. Employees will be responsible for any traffic violations, vehicle damage or vehicle expenses incurred while using a personal vehicle for business travel.

4.0 RENTAL VEHICLE



- 4.1. Payment is to be made by the employee and not billed to ISI. The receipt shall be attached to the expense report. Employees are encouraged to make use of firms contracted by ISI and/or CAUBO.
- 4.2. Employees shall ensure that appropriate insurance coverage is in place when renting a vehicle for business purposes. Coverage may be available at no additional charge through the employee's personal vehicle insurance policy or as a credit card benefit. If necessary, ISI will reimburse employees for the purchase of appropriate insurance from the vehicle rental company at the time of the rental.
- 4.3. Safe Driving Policy – While on ISI business, all employees are expected to adhere to the Safe Driving Policy.

5.0 AIR, RAIL, BUS TRAVEL

- 5.1. Original invoices are required.
- 5.2. Reasonable un-receipted public transit expenses will be reimbursed.
- 5.3. The employee who is traveling on behalf of ISI may contact the exclusive travel agent of ISI as soon as travel is approved in order to obtain the most economical fare.
- 5.4. Reimbursement of a fare may be made in advance of the travel in the event of a booking directly with the airline to take advantage of any fare discount offer.
- 5.5. Should any discount fare offered be ignored, or the travel time not taken, it will be considered a personal choice of the employee with the possible result of a charge-back levied to the employee, should no satisfactory reason be provided.
- 5.6. Air travel shall be reimbursed at an amount not exceeding the most economical fares by the most direct route. In those circumstances, where air travel has occurred at rates less than economy, reimbursements will be the actual out-of-pocket fare expense.
- 5.7. Additional fare costs incurred for stopovers, which are not related to company business, may not be reimbursed.

6.0 TAXI & PARKING FEES

- 6.1. Taxi fees will be reimbursed with receipts.
- 6.2. Parking fees will be reimbursed with receipts
- 6.3. Reasonable un-receipted parking fees will be reimbursed in the event that parking receipts are not available.

7.0 HOTEL ROOM ACCOMMODATIONS

- 7.1. Original receipts are required.
- 7.2. Accommodation should be made through agencies whose rates have been negotiated by ISI and/or CAUBO.
- 7.3. Reimbursement will be approved when booked at the conference host hotel at the negotiated conference rate.
- 7.4. ISI will not reimburse employees for in-room movies or other non-business related expense.
- 7.5. ISI will reimburse employees for internet access should that internet access be required for business purposes.
- 7.6. In the event that an employee stays with relatives and/or friends, an un-receipted personal accommodation allowance may be claimed as defined.

8.0 PERSONAL MEALS

- 8.1. ISI will provide a daily or per meal allowance as defined in Clause 2.
- 8.2. Employees are not to claim for meals where meals are provided as a component of the business travel or conference attended.
- 8.3. When traveling in the United States, the above allowances will prevail in US dollars.



8.4. Business Entertaining – Employee(s) and guest meals or other hosted event expenses shall be reimbursed with an explanation of the nature of the event, business goals, guest name(s), title, and organization.

8.4.1. Entertainment expenses that are anticipated to exceed \$250.00 or four individuals are to be approved in advance by the CEO.

8.4.2. In the event of a multiple ISI employees in attendance the event expenses are to be claimed by the most senior employee in attendance.

9.0 GRATUITIES

9.1. Reasonable gratuities (except those associated with the meals claimed through the daily meal allowance) will be reimbursed.

10.0 NON-EMPLOYEES

10.1 For those traveling on ISI expenses from member institutions (or other organizations), the above policy will apply.

11.0 REVISION HISTORY

Issued: _____

Revised: _____