

*The Canadian Language & Literacy Research Network*  
*POLICIES and PROCEDURES*

**TRAVEL POLICY**

**Effective Date: 01OCT2003**

**PURPOSE**

The Canadian Language and Literacy Research Network (herein referred to as “the Network”) recognizes that its management, staff, committee members, researchers and students (herein referred to as “Members”) can incur a number of expenses while traveling on Network sponsored travel and internal Administrative Center travel. Members will be reimbursed for allowable business expenses as outlined in this policy. Reimbursements submitted are approved at the discretion of the designated signing authority and may be rejected if the signing authority does not feel the expenses follow the Network policy.

This policy will take effect as of the Effective Date listed above and will remain in effect until such time as a revised policy is in place.

**1.0 TRANSPORTATION EXPENSES**

- 1.1 Every attempt should be made to book airline travel through the Network travel agency of choice, Carlson Wagonlit Travel. Please contact Cathy Shaw or Kristine Debacker-Carr (in Cathy’s absence). Tel: 519-672-7020 or 1-800-668-0719, Fax: 51-672-1970 or Email: [cshaw@rusetrvl.com](mailto:cshaw@rusetrvl.com)
- 1.2 Direct billing to the Network is available through Carlson Wagonlit (see above for contact info) for airline tickets. Pre-approval is required from the Network Administrative Centre for all direct billings.
- 1.3 Airfare and all public travel must be booked at the lowest rate available, not to exceed full economy fare. In an effort to keep airline expenses to a minimum, Members are encouraged to include a Saturday night stay in their itinerary when this would substantially reduce the cost of the airline ticket.
- 1.4 Only point-to-point travel, or the equivalent, will be reimbursed. The Network will not reimburse for portions of a trip not associated with the Network business.
- 1.5 Mileage is admissible for use of a private vehicle while on approved Network business at the following rates: \$0.30/km or \$0.48/mi. These rates cover gas, wear and any tear on the vehicle. The vehicle owner will claim, when two or more members travel together in a privately owned automobile. Passengers may not claim a mileage allowance. Names of passengers must be shown on the claim. The Network does not assume responsibility for any damage to the automobile when for business travel. Members should establish with their insurance agent whether it is advisable to take out supplementary business insurance for such trips.
- 1.6 Pre-approval by the Network Administrative Centre is required for all vehicle rentals. Please contact Jennifer Starcok for the most up-to-date information on insurance for vehicle rentals.
- 1.7 Taxi fares are allowable expenses. A receipt is required.  
Tolls for roads, bridges and tunnels are allowable. No receipts required.  
Parking and traffic fines are not allowable expenses.

## **2.0 ACCOMMODATION AND MEAL EXPENSES**

2.1 Members are expected to use “good cost judgment” when it comes to booking accommodations. The use of luxury or upgraded accommodations at Network expense is not permitted. Original receipts must accompany any additional charges to the hotel bill. Additional charges must comply with the Network Travel policy. Additional charges such as in-room movies, health club fees and dry cleaning services are not allowable expenses.

2.2 Meal expenses will be reimbursed based on the daily meal allowance rate (per diem rate), without receipts. Without receipts, the maximum allowance for meals is \$40.00 per day in Canada and the equivalent of \$40.00 U.S. in all other countries. The meal allowance includes gratuities and taxes and is broken down as follows:

- Breakfast \$8.00
- Lunch \$12.00
- Dinner \$20.00

Claims for actual meal costs exceeding the daily meal allowance must be supported by detailed, original receipts and should be accompanied by an appropriate written explanation. Taxes must be shown on all meal receipts.

2.3 When meals are included in a transportation fare, a registration fee or are provided for at an organized event, no claim for meals may be made.

2.4 Reimbursement for hospitality and business related meals will be allowed when a Member is host to individual(s) from outside the Network or within it for the purposes of conducting Network business. Such reimbursement will be based on reasonable, actual costs and will be paid when supported by original receipts and a written explanation approved by the Managing Director of the Network. The information provided must include the purpose of the meeting of occasion, the name(s) of the individual(s) involved, and a detailed bill showing the breakdown of taxes. Although alcohol is an ineligible expense under the NCE program guidelines, the Network understands that in certain situations alcohol may be purchased during meals for hospitality purposes. The reimbursement of alcohol will be at the discretion of the Managing Director of the Network and will be paid from non-NCE funds (see section 5.1).

## **3.0 MISCELLANEOUS EXPENSES**

3.1 Costs of registration fees, excess luggage, or any unusual expense should be itemized with an explanation given as appropriate to the item.

3.2 Passport and immigration fees are not allowable expenses and as such will not be reimbursed.

## **4.0 REIMBURSEMENT OF EXPENSES/FORMS**

4.1 Travel expenses can be reimbursed only by submitting a properly completed and approved Travel Expense Report form.

Two Travel Expense Report forms are available:

- A long Travel Expense Report form is used when claiming expenses involving receipts (i.e. hotel bill, meal receipts, etc.). You may also include claims for mileage and meal allowance if they relate to the same trip. The long form will be used in most cases.
- A short Travel Expense Report form is available to claim expenses involving mileage and/or meal allowances (i.e. when no receipts are needed except for taxis and parking lots).

To obtain copies of either Travel Expense Report form, please submit your request to Jennifer Starcok by email at [Jennifer@cllrnet.ca](mailto:Jennifer@cllrnet.ca). Electronic copies of the Travel Expense Report forms will be available on the Network web site November 2003.

- 4.2 All Travel Expense Report forms must be accompanied by original receipts. Faxes, credit card receipts or photocopies will not be accepted. Airfare or public travel expenses must be accompanied by original boarding passes.

If original receipts for major costs are lost, destroyed or stolen, a written explanation of the circumstances must be provided by the Member and approved by the Managing Director before the claim will be processed.

- 4.3 All Travel Expense Report forms must have the appropriate approval signatures before they are processed. The following signatures are required:

1<sup>st</sup> Signature: The Member making the claim (“Claimant”)

2<sup>nd</sup> Signature: Supervisor of “Claimant” (only needed when the “Claimant” is a student).

3<sup>rd</sup> Signature: Network Administrative Centre Approval  
-Finance Officer, Managing Director, or Dean/Budget Head – (approval limits in effect)

- 4.4 Travel Expense Report forms should be submitted to the attention of the Finance Officer at the Network Administrative Centre, normally within 15 working days following completion of each trip.

## **5.0 ALLOWABLE AND NON-ALLOWABLE EXPENSES**

- 5.1 Approved expenses, which are related to conducting the business of the Network and are not allowable under NCE program guidelines shall be paid from other funds. (Pre-approval required).

**Completed Travel Expense Report forms along with any inquiries regarding the above policy are to be directed to the attention of:**

Jennifer Starcok, Finance Officer  
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