

CIFAR TRAVEL POLICY

CIFAR is a not-for-profit organization.

It relies on both public and private
 funds to operate its programs.

1.	Air & Rail Travel
	Air travel should be booked using the <u>least expensive economy class</u> fare consistent with other constraints on your travel (e.g. preferred airline, time of day). Advanced booking, at least 14 days, is strongly advised to obtain the best fare.
	We recognize that there are occasions when a premium fare may be appropriate. However, any such fare must be pre-authorized by the CIFAR office. If a premium fare is purchased without prior approval, the claimant will be reimbursed the equivalent economy fare only.
	Flight cancellation insurance is an allowable expense.
	No reimbursement will be provided for tickets purchased with frequent flyer points.
	For rail service, the standard is the least expensive coach/comfort class fare, as long as the cost does not exceed the economy airfare applicable to the given destination. If overnight travel is necessary, sleeper class may be used.
	<u>Airline/Rail change fees are not covered unless pre-approved by a member of CIFAR staff. Approved fees will be covered to a maximum of \$100.</u>

1.1	CIFAR Travel Combined with Other (personal or business) Travel
	When CIFAR travel is combined with other (personal or business) travel, reimbursement will be made for only the CIFAR portion of the trip at the lowest available fare. A written explanation must be provided in all cases where CIFAR travel is combined with other travel.
	Where the allocation of CIFAR versus other travel is not clearly evident, e.g. a multi-destination airline ticket where one or more of the destinations is for other travel, then an airfare quote for the “CIFAR portion only”, taken at the same time as the actual airline booking, should be provided to the CIFAR head office. The airfare quote for the CIFAR portion of the trip will be the reimbursable amount, if this amount is lower.

2.	Cars: Mileage and Rental Cars
2.1	Personal Automobile
	The rate of reimbursement for use of personal automobiles is \$0.45 per km and is intended to cover the cost of gas plus general use of car. The rate of reimbursement for use of personal automobiles in the US is \$0.45 US per km.
	The standard is that a personally owned vehicle may be used for trips up to 500 km in round trip length. For longer trips a traveller may elect to use his or her own vehicle, but mileage reimbursement is not to exceed the cost of a regular economy fare or equivalent least expensive mode of transportation to and from a given destination. CIFAR reserves the right to reduce a mileage claim to an amount comparable to other forms of transportation.
	When claiming for mileage, <u>the starting and ending point must be included with the claim.</u> Reimbursement will be made for the most direct route only.
	Only one person per vehicle is eligible to claim mileage. Passengers may not claim mileage reimbursement.
	Gasoline may not be claimed in addition to mileage.
	CIFAR shall not be held responsible for any accidents, injury or death to persons or damage to property arising from use of a private motor vehicle.

2.2	Car rental
	The standard for vehicle rental is a mid-size car. For group travel where a vehicle rental is the most economical means of travel, rent one vehicle for each four travellers. Please indicate all passengers travelling in each vehicle. Request the lowest available rate at the time of booking.
	For rental vehicles, the standard is the purchase of collision damage waiver and liability insurance for vehicles. Both collision damage waiver and liability insurance should be purchased for rentals outside North America. Insurance costs will be reimbursed.
	Rental cars should be used only when less expensive transportation is not available.

2.3	General Automobile
	Additional charges for parking, bridge, ferry and highway tolls are eligible expenses.
	Reasonable expenditures for taxis and public transportation to and from airports, railway stations, and between event venues are permitted.
	Fines for parking and other traffic violations are not allowable expenses.

3.	Hotel/Accommodations
	CIFAR books hotels at group rates for program meetings and workshops.
	For other CIFAR-related travel, the standard for accommodation is a single room with a private bath in a business class hotel. Use of luxury accommodation (rated 5-star by North American standards) will not be reimbursed, unless the rate is equivalent to a business class hotel. Please use online resources/websites to obtain the best available rate.
	If a guest accompanies the traveler, the amount to be claimed by the traveler should only be the most economical room rate for a single occupant. Any excess room charges to accommodate the guest are not allowable.
	All incidentals, with the exception of internet fees, are the responsibility of the traveller. CIFAR will reimburse room + tax, and internet fees only. In cases where CIFAR is managing hotel bookings, only internet fees will be reimbursed.
	For individual travel, if reservations must be cancelled, it is the responsibility of the traveller to make sure that cancellation is made in advance so that “no show” charges will not be incurred.
	In cases where CIFAR is managing hotel bookings, a CIFAR meeting coordinator must be informed of any changes to arrival and departure dates for a meeting, or cancellations. If you change your arrival dates and fail to inform a CIFAR staff meeting coordinator, the hotel may cancel all nights booked. <u>CIFAR is charged for these no-show nights, at the full rate.</u>

4.	Meals
	Reimbursement will be made for actual meal expenditures up to the following maximum amounts: Breakfast \$15.00; Lunch \$15.00; Dinner \$35.00. Receipts are required.
	The maximum amounts for meal costs incurred in the United States are the same as those for Canada (as set out above) but in US funds.
	Please note that CIFAR does not offer a per diem; only actual meals with corresponding receipts will be reimbursed at the allowable rates. Please note that meals are frequently arranged for and paid directly by CIFAR. In these cases, additional meals consumed will not be reimbursed.
	If meals are charged on the hotel bill, the original detailed restaurant or room service bill which includes the date, items consumed, amount, gratuities and restaurant name is required.
	For self-organized dinners of small adhoc groups of CIFAR program members and meeting guests of 2 or more, the allowable rates per person must be adhered to, and a list of names must be provided on the back of the receipt.
	If a guest accompanies a program member, guest speaker or other invitee, you are responsible for the meal costs incurred by your guest.

5.	Childcare
	The eligible cost for a nursing mother or single parent who is travelling with a caregiver and a child under two years of age is limited to travel and accommodation costs up to a maximum of the cost of airfare, meals and accommodation for the travelling caregiver, in lieu of child care expenses.
	For children under the age of 12 accompanying parents to the meeting, without an additional caregiver, the eligible cost is limited to childcare costs during the meeting and other meeting-related events. This applies only when both parents are participating in the CIFAR meeting. Please complete a copy of the CIFAR Child Care form, to be attached to the reimbursement claim.

6.	Other Eligible Expenses
	Immigration VISA fees
	Hotel Internet Fees
	Transaction fees levied by travel agency
	Any travel expenses related to physical/medical disabilities of the traveller
	Reasonable gratuities
	Bus (Intercity) and Taxi Fares: Original receipts must accompany the expense report, including the business purpose of the travel
	Parking charges and road tolls

7.	Ineligible Expenses
	Passport and immigration fees (VISA fees will be reimbursed)
	Reimbursement for airfare purchased with personal frequent flyer points programs
	Any expenses related to accompanying travel companions (with the exception of caregivers for children)
	Non-business or personal expenses
	Difference between the lowest price economy fares and business/first class fares, unless specifically approved in accordance with this policy
	Personal travel insurance (medical, baggage); trip cancellation insurance is an eligible expense
	Seat reservations/Premium seats (Exceptions will be made for medical reasons, if pre-authorized by CIFAR)

Ineligible Expenses cont'd	
	Parking and other traffic fines
	Pet care expenses
	Insurance coverage for privately owned vehicles
	Expenses for the repairs of privately owned vehicles
	Expenses related to damages to uninsured rental cars and privately owned vehicles
	Interest charges levied on overdue invoices or credit card statements
	Bank/Credit card charges related to foreign exchange fees.
	Fees related to deposit of Bank drafts and cheques.
	Unnecessary stopovers
	Lost or stolen items
	Excess personal baggage
	Personal hotel expenses including movies, personal telephone calls and mini-bar charges
	Expenses for failure to cancel transportation or hotel reservations

PLEASE NOTE:

All claims must be submitted within **12 months** of the meeting date. Claims received after this deadline are inadmissible for reimbursement.

Only original itemized receipts are admissible. Credit card slips or statements are not admissible. Exceptions will be made for taxi and group meals (where individual receipts were not issued). This conforms to Revenue Canada guidelines for receipts, and allows us to claim back a portion of the admissible taxes.

The exchange rate will be calculated by CIFAR unless proof of the exchange is provided.

CIFAR complies with Accessibility for Ontarians with Disabilities Act (AODA) (<http://www.aoda.ca/>). Please let us know if you have any special needs that require accommodation.

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