130, rue Slater Street, Suite/bureau 550 • Ottawa, Ontario, Canada K1P 6E2 • **T** 613-232-6252 • **F** 613-232-5862 • info@cheminst.ca

The Chemical Institute of Canada
Travel Expense Policy & Guidelines

These guidelines are to be followed by all Officers, Directors, committee members and staff.

A. Please indicate the date and the nature of business conducted.
B. Original receipts (photocopies will be accepted where allocation of expenses is to more than one party) and transportation ticket stubs must accompany all claims. If using charge account slips, backup receipts must be provided.
C. All claims must be received at the national office **within 30 days after travel is completed and signed by the claimant**.
D. When a trip involves the business of more than one organization or of a personal nature, charges should be equitably apportioned.
E. It is the responsibility of the Executive Director to ensure adherence to these guidelines. If any problem should arise, the Executive Director should consult the appropriate CIC Chair or Society President concerning action required.

Transportation

- Claimants are expected to use the least expensive form of transportation, e.g., excursion air fare, making reservations in sufficient time to take advantage of seat sales and special fares. Also, airport bus service must be used when available.

- For travel within a radius of 250 Km, bus or train should be used, when appropriate.

- Private automobile travel will be authorized only when other means are not practicable (mileage rate =0.43/km or equivalent excursion air fare, whichever is less).

Meals

A. The allowance for meals (including gratuity) will be: breakfast ($10.00); lunch ($15.00); and dinner ($30.00).
B. Meals included in the ticket price of any form of transportation shall not be included.
C. Meals provided at any meeting or included in any event shall not be included.

Hotels

Reasonable hotel room charges will be paid. The single room rate only is refundable, except where two or more participants share accommodation. Charges for accommodation **only** are acceptable. We expect making claims to exercise fiscal restraint when selecting hotel.

CIC Board Meeting, February 24, 2005