



POLICY		PAGE: 1	OF: 25
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APPROVED BY: BOARD OF DIRECTORS	APPROVED ON: 2017/09/07		
OWNER: VICE-PRESIDENT AND CHIEF FINANCIAL OFFICER			
<b>TRAVEL, HOSPITALITY, CONFERENCE AND EVENT EXPENDITURES POLICY</b>			

## 1. Objective

This policy outlines requirements for travel, Hospitality, Conference and Event expenditures which will include measures to ensure that expenditures are managed with prudence and probity and represent the most economic and efficient use of public funds, given the nature of the activity in relation to the achievement of CATSA's Operational Activities.

## 2. Policy Statement

To give effect to the fundamental management principles of integrity, fiscal prudence, accountability, transparency and values and ethics that apply to all government expenditures. CATSA's requirements for travel, Hospitality, Conference and Event expenditures are aligned with Applicable Treasury Board Instruments in a manner consistent with its legal obligations.

## 3. Application

- 3.1. This policy applies to all travel, Hospitality, Conference and Event expenditures.
- 3.2. This policy applies to all employees or Office Holders of CATSA. It also applies to Non-CATSA Employees to the extent applicable.
- 3.3. This policy does not apply to the receipt or acceptance by employees or Office Holders of gifts or Hospitality from external sources. In that regard, refer to the *Code of Ethics, Conduct and Conflict of Interest for CATSA employees*.
- 3.4. This policy does not apply to Sponsorship Activity as defined in the *Sponsorship Policy*.

## 4. Definitions

**"Applicable Treasury Board Instruments"** means the Treasury Board Secretariat instruments identified in the July 30, 2015 Treasury Board Secretariat document, *Guidance for Crown Corporations on Treasury Board Instruments* further to the *Order-in-Council P.C. 2015-1114* (July 16, 2015) as may be amended from time to time.

**"Applicant"** means the employee or Office Holder who is proposing to incur or has incurred expenditures for travel, Hospitality, a Conference or an Event.

**"Approval Authority"** means an employee or Office Holder with delegated authority to approve travel, Hospitality, Conference and Event expenditures pursuant to CATSA's Delegation Chart.

**“Blanket Hospitality Authority”** or **“BHA”** means authorization for Hospitality which is continuous or repetitive in nature and where it is not practical or administratively efficient to obtain prior approval for each individual Hospitality occurrence issued in accordance with the provisions of Schedule 3.

**“Blanket Travel Authority”** or **“BTA”** means authorization for travel which is continuous or repetitive in nature, with no variation in the specific terms and conditions of trips and where it is not practical or administratively efficient to obtain prior approval for each individual trip issued in accordance with the provisions of Schedule 6. BTA’s do not apply to groups of employees.

**“Cardholder”** means an employee or Office Holder who has been issued a Travel Card in their name.

**“Conferences”** means a congress, convention, seminar, symposium or other formal gathering, which is usually organized by a third party external to CATSA, where participants debate or are informed of the status of a discipline (e.g., security, technology, management).

**“Delegation Chart”** means CATSA’s *Delegation of Contractual and Financial Signing Authorities Document*, as approved by CATSA’s Board of Directors from time to time.

**“Employee Acknowledgement of Responsibilities and Obligations for Travel Cards Agreement”** means a signed agreement between CATSA and the employee or Office Holder outlining the terms and conditions associated with the use of a Travel Card.

**“Entertainment”** means the action of being provided with amusement or enjoyment and includes, but is not limited to, tickets to musical, theatre, sporting or similar events, tours of local or other places of interest, and other similar activities for reasons of courtesy, diplomacy and Protocol.

**“Events”** means gatherings of individuals (including employees, Office Holders or Non-CATSA Employees) engaged in activities other than CATSA’s Operational Activities or Training, including, but not limited to management and staff retreats, participation in Conferences, awards and recognition ceremonies and celebrations.

**“Headquarters Area”** means an area spanning sixteen kilometers from the permanent and regular workplace of an employee or Office Holder on Travel Status, using the most direct, safe and practical route by road.

**“Hospitality”** means the provision of meals, beverages or Refreshments in Events which are necessary for the effective conduct of government business and/or for courtesy, diplomacy or Protocol purposes.

**“Operational Activities”** means those activities undertaken to deliver CATSA’s programs and services including those activities undertaken by employees or Office Holders in the performance of their assigned tasks, as set out in job descriptions or other documents.

**“Non-CATSA Employee”** means any person who is not employed by CATSA, other than members of the Board of Directors.

**“Office Holder”** means the President and CEO, and the Board of Directors, whether on full or part-time status.

“**Protocol**” means a set of conventions governing correct etiquette and precedence.

“**Refreshments**” means beverages or food (e.g., light snacks) or both, served between meals.

“**Responsibility Centre Manager**” or “**RC Manager**” means an employee or Office Holder that has been provided a budget and has been delegated contract performance and price (approval of invoices) authority under the Delegation Chart.

“**Shared Travel Services Solution**” or “**STSS**” means the Government of Canada on-line travel services application used by CATSA to book travel and manage travel-related expenditures.

“**Training**” means Mandated Professional Development, Professional Development, Job-Related Training as set out in the *Continuous Learning Policy* and other similar activities.

“**Travel Card**” means a credit card issued by a credit card company to a CATSA employee in the employee’s name or Office Holder’s name under an arrangement between CATSA, the Government of Canada, and the credit card issuer.

“**Travel Status**” means when an employee, Office Holder, or Traveller is on authorized travel for CATSA business.

“**Traveller**” means a person who is authorized to travel on CATSA business.

## 5. Accountabilities

5.1. The President and Chief Executive Officer is accountable for:

- Approving total annual budgets for travel, Hospitality, and Conferences;
- Ensuring that quarterly and annual reporting on expenditures for each of travel, Hospitality and Conference fees is performed as set out in Sections 6.52 and 6.53 of this policy;
- Ensuring that effective oversight and control mechanisms are in place:
  - An accountability framework and decision support and reporting system is in place to manage approval processes, including to support necessary Chairperson of the Board approvals, consistent with the specific Approval Authorities set out in Schedules 1 to 6 of this policy;
  - Efforts to avoid or minimize travel, Hospitality, Conference and Event costs have been considered in the approval process, including: the use of virtual presence and other remote meeting solutions whenever available and appropriate to meet the objectives; ensuring the most economical means considering the location and the scale of activities or Events; the minimum number of appropriate attendees are selected; and that travel is targeted to Operational Activities, provides value for money and is justified;
  - Individual proposals for travel, Hospitality, Conferences and Events are reasonable and appropriate and support the Operational Activities, objectives and priorities;
  - Expenditures with respect to the annual budgets for travel, Hospitality and Conferences are periodically reviewed during the year and RC Managers have access to timely reporting to support effective monitoring and fiscally prudent decisions; and

- The requirements for travel, Hospitality, Conferences and Events set out in Schedules 1 to 6 of this policy are adhered to;
- Approving the Delegation Chart relative to travel, Hospitality, Conferences and Events, under the authority of the Chairperson of the Board;
- Ensuring that Hospitality is provided only in accordance with this policy;
- Ensuring appropriate monitoring frameworks are in place to support the oversight of the sustained and effective implementation of this policy; and
- Taking corrective measures within CATSA with those responsible for implementing the requirements of this policy in instances of non-compliance.

**5.2.** The Vice-President and Chief Financial Officer is accountable for:

- Providing the President and Chief Executive Officer with independent and objective advice and recommendations on the annual budgets and proposals, priorities and expenditures pertaining to the management of travel, Hospitality, Conference and Event expenditures;
- Supporting the President and Chief Executive Officer and Vice-Presidents in establishing sustainable and robust frameworks and plans, policies, financial management systems, decision support information, monitoring and reporting necessary to meet the requirements of this policy;
- Supporting periodic reviews of expenditures necessary to meet the requirements of this policy;
- Acting as the Approval Authority in situations where the Traveller is the President and Chief Executive Officer, based on established policies and procedures;
- Ensuring that delegated Approval Authorities and associated responsibilities relative to travel, Hospitality, Conferences and Events are clearly communicated, and adhered to by managers;
- Supporting the President and Chief Executive Officer by overseeing the implementation and monitoring of this policy, bringing to the President and Chief Executive Officer's attention any significant difficulties, gaps in performance or compliance issues and developing proposals to address them;
- Ensuring that the standards for travel, Hospitality, Conferences and Events, set out in this policy, are clearly communicated to all parties this policy applies to; and
- Ensuring corrective actions are taken to address instances of non-compliance with the requirements of this policy in support of the responsibilities of the President and Chief Executive Officer. Corrective actions can include requiring additional training, changes to procedures and systems, the suspension or removal of Approval Authority, disciplinary action and other measures as appropriate.

**5.3** Approval Authorities are accountable for ensuring within their areas of responsibility, that:

- Efforts to avoid or minimize travel, Hospitality, Conference and Event costs have been considered in the approval process, including: the use of virtual presence and other remote meeting solutions whenever available and appropriate to meet the objectives; ensuring the most economical means considering the location and the scale of activities or Events; the minimum number of appropriate attendees are selected; and that travel is targeted to CATSA's Operational Activities, provides value for money and is justified;
- Travel, Hospitality, Conference and Event expenditures are necessary to support CATSA's mandate, Operational Activities, objectives or priorities;

- Expenditures with respect to travel, Hospitality, Conferences and Events are monitored throughout the year and are considered as part of periodic reviews to ensure continued relevance; and
- The specific requirements for travel, Hospitality, Conferences and Events set out in this policy are applied.

## **6. Requirements**

### **6.1. Travel**

Travel covers a large spectrum of legitimate activities that are necessary to support statutory or regulatory requirements to deliver services to Canadians and to meet CATSA's priorities. In this way, travel supports the direct delivery of CATSA's Operational Activities. Travel may also support other organizational objectives and priorities. All employees and Office Holders shall follow the specific requirements provided in Schedule 1 (Travel Requirements), which are in addition to terms and conditions of reimbursement of travel on CATSA business provided in Schedule 2 (Travel Entitlements).

The President and Chief Executive Officer has discretion over commercial accommodation selected, telephone calls, meals and incidentals in excess of the per diems specified in Schedule 2 (Travel Entitlements). This discretion should be exercised with prudence and probity, mindful that all expenditures must further CATSA objectives. The basic norm should be comfortable and convenient, but not excessive.

### **6.2. Hospitality**

The provision of Hospitality is often necessary to support the conduct of CATSA's business and to deliver on Operational Activities and priorities. In this way, it may support the conduct of business with other government organizations, industry or public interest groups, visits by foreign dignitaries, as well as CATSA business meetings. All employees or Office Holders shall exercise rigorous management of Hospitality, including taking measures to minimize and/or avoid costs. Decisions to offer Hospitality must be carefully considered and demonstrate the necessity based on the circumstances and/or courtesy, diplomacy or Protocol. Specific requirements for the provision of Hospitality are provided in Schedule 3 (Hospitality Requirements).

### **6.3. Conferences**

Conferences or similar events often provide unique opportunities for exchange, debates or discussion of specialized or professional information, including establishing or maintaining relationships necessary for the conduct of CATSA business or the delivery of its Operational Activities. Specific requirements for Conferences are provided in Schedule 4 (Conference Requirements). As Conferences tend to be organized by external organizations and participants are charged fees to attend, Approval Authorities must also be conscious of the need for prudence and probity, including justification where travel approval is required under Schedule 1 (Travel Requirements) or under the Event approval requirements of Schedule 5 (Event Requirements).

#### 6.4. Events

Events typically represent or support the business activities and governance of the organization and may include employees and Office Holders and Non-CATSA Employees. All Event expenditures must comply with the requirements provided in Schedule 5 (Event Requirements).

#### 6.5. Reporting and Controls

6.5.1. Internal Controls. CATSA will have appropriate internal controls and an associated monitoring system in place to support periodic reviews of travel, Hospitality, Conference and Event expenditures. This will also contribute to the validation of the annual report on the total annual spending as set out in Section 6.5.2 (Annual Report) below.

6.5.2. Annual Report. CATSA shall disclose the total annual expenditures for each of travel, Hospitality, and Conference fees, through CATSA's website, including a brief description of the main variances from the previous year's actual expenditures. The timing of this disclosure is to coincide with the tabling of the Annual Report.

6.5.3. Proactive Disclosure. CATSA shall disclose on a quarterly basis, through CATSA's website, information on travel and Hospitality expenditures for all members of the Board of Directors, the President and Chief Executive Officer and the Vice-Presidents, and those who act in these positions.

6.5.3.1. Travel disclosure for each of the foregoing individuals must include the period covered by the trip, places visited, transportation expenses, other expenses (such as accommodation and meals), and the total amount incurred;

6.5.3.2. Receipts, supporting travel claims, will be available upon request and in accordance with the Access to Information and Privacy legislation;

6.5.3.3. Hospitality disclosure for each of the foregoing individuals must include the date(s), a description of the purpose and form of the Hospitality, the attendees (such as number of employees, Office Holders and Non-CATSA Employees), the location, and the total amount incurred; and

6.5.3.4. The travel and Hospitality expense disclosure must be published within 30 days of the end of each quarter.

#### 7. Reviews and Amendments

The Vice-President and Chief Financial Officer shall review this policy at least once every three years. Any substantive amendments to this policy must be approved by the Board of Directors.

## 8. Related Documents

### CATSA Documents:

- *Code of Ethics, Conduct and Conflict of Interest for CATSA employees*
- *Continuous Learning Policy*
- *Sponsorship Policy*
- *Delegation of Contractual and Financial Signing Authorities Document (Delegation Chart)*
- *Financial Signing Authorities and Personal Benefit Directive*
- *Taxi Chit Directive*
- *Employee Acknowledgement of Responsibilities and Obligations for Travel Cards Agreement*
- *Conference Request Form*
- *Continuous Learning Request Form*
- *Miscellaneous General Expense Claim Form*
- *Travel Claim and Travel Advance Form*
- *Hospitality and Event Request and Expense Claim Form*

### Treasury Board Instruments:

- *Order-in-Council P.C. 2015-1114*
- *Directive on Travel, Hospitality, Conference and Event Expenditures*
- *Guideline on Travel, Hospitality, Conference and Event Expenditures*
- *Special Travel Authorities*
- *Guidance for Crown Corporations on Treasury Board Instruments*
- *Guidance for Crown Corporations to Report on Implementation of Travel and Hospitality Order in Council in Corporate Plan*
- *Access to Information Act*
- *Privacy Act*

## **SCHEDULE 1**

### **Travel Requirements**

#### **1.1. Planning**

Prudent planning for travel applies to employees and Office Holders and Non-CATSA Employees. Travel is to be avoided where cost effective alternatives are appropriate and available. Virtual presence, teleconference, videoconference and other remote meeting solutions are to be considered for every travel situation and, if not used, the reason is to be documented in the travel authorization justification.

1.1.1. Travel Categories. The following categories of travel are to be identified and form part of the travel authorization for expenditure initiation for each proposed trip:

- Operational Activities - Travel required to support Operational Activities (other than the key stakeholder, internal governance and Training categories outlined below), legislative or legal requirements (e.g., equipment maintenance);
- Key stakeholders - Travel necessary to engage key stakeholders in relation to such matters as policy, program or regulatory development or renewal, (e.g., meeting with airport authorities);
- Internal governance - Travel necessary to support sound internal governance of CATSA (e.g., Audit Committee meeting);
- Training - Travel to enable the Training of employees and Office Holders; and
- Other travel (e.g., attendance at a trade show).

1.1.2. Number of Travellers. The number of Travellers is to be limited to the minimum necessary to deliver the business of the organization. The total number of Travellers attending the same Event or activity is to be justified for each travel authorization.

1.1.3. Most Economical Means. The most economical means is to be selected, given the nature of the trip, when booking transportation, accommodations and meeting facilities, including giving preference to using appropriate government facilities. Where possible, the travel arrangements should be booked in advance to obtain optimal discounted rates.

#### **1.2. Administration**

Employee or Office Holder travel is administered mainly through STSS, which should be used to complete the following steps:

- 1) Creating and submitting travel requests;
- 2) Approving travel requests;
- 3) Booking travel;
- 4) Creating and submitting expense reports; and
- 5) Approving expense reports.



Employees who will be travelling for business purposes but do not require a booking for accommodation, airfare, automobile rental or rail can submit their travel expenditures for reimbursement using the *Travel Claim and Travel Advance Form* instead of using STSS.

### 1.3. Travel Pre-Approval

1.3.1. Delegation of Approval Authority. The authority to approve travel may be delegated by the President and Chief Executive Officer to the Vice-President level. The President and Chief Executive Officer may delegate the authority to approve travel to appropriate managers below the Vice-President level where all of the following three conditions are satisfied:

- The program operations are regionally dispersed;
- The potential for delay in obtaining approval at the Vice-President level could be injurious to the public interest or timely delivery of organizational services or operations; and
- There is no Vice-President present in the regional office.

1.3.2. Expenditure Initiation. Expenditure initiation for travel may be done in either of two ways:

- Approval by the Approval Authority of the travel authorization elements for a specific trip; or
- Approval by the appropriate Approval Authority based on a travel plan approved by the Approval Authority that reasonably covers the travel authorization elements of Table 1 (Checklist of Trip Authorization Elements) below. Where there are significant changes to trips within the travel plan at any point, those trips are to be reapproved by the Approval Authority. When using the approved travel plans for expenditure initiation, enhanced mechanisms and controls for the monitoring of compliance with these requirements will be applied.

1.3.3. Exception. The travel Approval Authority required under Section 1.3.1 does not apply to:

- Local travel within the normal office location and working environs of employees or Office Holders using means such as taxi, public transit or personal vehicle for the conduct of CATSA's day to day business. Such travel can be authorized by the RC Manager; and
- Travel required to enable CATSA to respond rapidly to urgent and unforeseeable events that require employees to travel on an emergency basis in order to provide expertise or delivery of programs or services to safeguard health, safety and security. In order to ensure efficient emergency responses, such travel costs must be subsequently disclosed, for information purposes, to the President and Chief Executive Officer.

1.3.4. If a BTA is used to satisfy the travel authorization for an individual, the BTA will also include all Table 1 (Checklist of Trip Authorization Elements) information applying the best cost estimates available.

1.3.5. Required Data Elements. The trip data elements of Table 1 (Checklist of Trip Authorization Elements) are to be included in the travel authorization for expenditure initiation purposes and, at a minimum, will form part of the associated authorization form.

<b>Table 1: Checklist of Trip Authorization Elements</b>	
<b>Element</b>	<b>Description</b>
A. Objective	Summarize the objective of the travel
B. Category	Include the applicable category from 1.1.1. Provide a detailed explanation of the purpose of travel if the Other travel in Section 1.1.1 (Travel Categories) category is selected.
C. Traveller	Identify whether the Traveller is a CATSA employee, Office Holder, or a Non-CATSA Employee.
D. Virtual presence or other remote meeting solutions	Rationale why virtual presence or other remote meeting solutions were not applied.
E. Number of Travellers	Rationale for the number of Travellers as it relates to the suitability of the named Traveller for the stated objective.
F. Mode of transportation	Identify the estimated cost and rationale for the use of each of the applicable modes of transport: air, rail, bus, ferry, taxi, personal motor vehicle, rental motor vehicle, public transit or other mode.
G. Accommodations	Identify the estimated cost and rationale for each type of accommodation including commercial accommodation, commercial accommodation not listed in the Accommodation and Car Rental Directory, private accommodation, or other accommodation.
H. Meals	Identify the estimated cost of the meals based on the rates for meal allowances set out in Schedule 2 ( <u>Travel Entitlements</u> ) and excluding those meals that are paid as part of an Event, Hospitality or the mode of transportation.
I. Incidentals and other costs	Identify the estimated cost of the incidentals and other costs based on the maximum per diem rates set out in the <i>National Joint Council Travel Directive</i> .

**1.4. Travel Cards**

1.4.1. Issuance. It is recommended that Travellers use a Travel Card for all authorized travel. A Travel Card will be issued when:

- The employee or Office Holder has completed the applicable Travel Card application form and signed the employee Acknowledgement of Responsibilities and Obligations for Travel Cards Agreement;
- The Travel Card application has been approved by the issuing credit card company; and
- Approval has been given by the RC Manager.

1.4.2. Insurance Coverage. The Travel Card includes insurance coverage addressing certain risks, such as damage to a rental vehicle, hotel burglary, and lost or stolen baggage. Travellers who choose not to use a Travel Card for authorized CATSA travel assume responsibility for any claims arising from, or related to, anything that occurs while on Travel Status which would otherwise be covered by insurance provided under the Travel Card.

CATSA assumes no liability for such claims. Additional insurance purchased by the employee that would otherwise be covered by the Travel Card will not be reimbursed by CATSA.

- 1.4.3. Allowable Expenditures. The Travel Card shall only be used for expenditures incurred while on Travel Status. The Travel Card shall not be used for personal purchases or by anyone other than the Cardholder.
- 1.4.4. Payment. Cardholders shall pay the balance owed on the Travel Card by the due date set by the credit card issuer, including interest or other amounts charged by the credit card issuer (e.g., on late payments).

### **1.5. Travel Advances**

- 1.5.1. Authorization. Approval Authorities may authorize a travel advance in exceptional circumstances, to be determined on a case by case basis. It is recommended that, while on Travel Status, employees use a Travel Card for travel expenditures and cash advances.
- 1.5.2. Request Form. The Travel Claim and Travel Advance Form must be used by an employee to request travel advances.
- 1.5.3. Non-CATSA Employees ineligible. Non-CATSA Employees are not entitled to travel advances.

### **1.6. Travel Claims**

- 1.6.1. Submission within 30 days. Traveller expense claims must be completed and submitted to the RC Manager using STSS within 30 days following completion of the travel.
- 1.6.2. Provision of Receipts. Any expenditure listed on travel claims other than the eligible travel allowances must be supported by original receipts. In exceptional circumstances, a personal declaration may replace a receipt where a Traveller certifies that the receipt was lost or unobtainable.

**SCHEDULE 2**

**Travel Entitlements**

CATSA uses rates and allowances established in the *National Joint Council Travel Directive*. Travel entitlements are determined based on travel within the following four categories:

- i. Travel within Headquarters Area – no overnight stay
- ii. Travel outside Headquarters Area – no overnight stay
- iii. Travel in Canada and continental US – overnight stay
- iv. International travel outside Canada and the continental US – overnight stay

The following legend summarizes the entitlements for each of the above categories. Additional details regarding some of the entitlements are described in the pages that follow:

<b>Table 2 - Matrix of Travel Entitlements</b>					
<b>Travel Entitlements</b>		<b>No Overnight Stay</b>		<b>Overnight Stay</b>	
		<b>(i) Within Headquarters Area</b>	<b>(ii) Outside Headquarters Area</b>	<b>(iii) Canada and Continental US</b>	<b>(iv) International</b>
1	Accommodation	No	No	Yes <sup>1</sup>	Yes <sup>2</sup>
2	Additional Business Expenditures	Yes	Yes	Yes	Yes
3	Currency Exchange	No	Yes	Yes	Yes
4	Dependant Care	No	Yes <sup>3</sup>	Yes <sup>3</sup>	Yes <sup>3</sup>
5	Incidental Expense Allowance	No	No	Yes <sup>1</sup>	Yes <sup>2</sup>
6	Insurance	Yes	Yes	Yes	Yes
7	Passport, Visa, and Communication	No	No	No	Yes
8	Long-Term Travel	No	No	Yes	Yes
9	Meals	No	Yes <sup>1</sup>	Yes <sup>1</sup>	Yes <sup>2</sup>
10	Transportation	Yes <sup>4</sup>	Yes <sup>4</sup>	Yes <sup>4</sup>	Yes <sup>4</sup>
11	Weekend Travel Home	No	No	Yes	Yes
12	Weekend Travel – Alternatives	No	No	Yes	Yes

Specific rates referenced in the matrix can be found as follows:

1 : *National Joint Council Travel Directive*, Appendix C  
<http://www.njc-cnm.gc.ca/directive/d10/v10/s98/en>

2 : *National Joint Council Travel Directive*, Appendix D  
[http://www.njc-cnm.gc.ca/directive/app\\_d.php?lang=eng](http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng)

3 : *National Joint Council Travel Directive*, Dependant Care, Sections 3.2.5, 3.3.5 and 3.4.5  
<http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng>

4 : *National Joint Council Travel Directive*, Appendix B  
<http://www.njc-cnm.gc.ca/directive/d10/v10/s97/en>

The following describes the travel entitlements:

**(1) Accommodation**

The standard for commercial accommodation is a single room, in a safe environment, conveniently located, comfortably equipped and reasonably priced. Public Works and Government Services Canada (PWGSC) publishes an *Accommodation and Car Rental Directory* (<http://rehelv-acrd.tpsgc-pwgsc.gc.ca>), which shall serve as a guide for the reimbursable cost, location and selection of accommodation. Given that the majority of employees or Office Holders travel to perform duties at airport locations, it is preferable, in such instances, that they stay in commercial accommodations at or near the airport terminal in order to minimize travel time and ground transportation costs. Such accommodations may be premium priced, but are considered acceptable as long as the rates are reasonable, considering the ground transportation cost and time savings.

In all cases, government rates must be requested when booking commercial accommodations.

An employee or Office Holder who chooses to stay in private accommodation shall be reimbursed at the rate specified in Table 2 (Matrix of Travel Entitlements).

**(2) Additional Business Expenditures**

Travellers shall be reimbursed for reasonable business expenditures incurred, including business calls, photocopies, word processing services, faxes, internet connections, and rental and transportation of necessary office equipment.

**(3) Currency Exchange**

Costs incurred when converting sums of Canadian currency to a foreign currency and/or converting any unused balance back to Canadian currency shall be reimbursed at the rate paid as listed on provided receipts.

When currency exchange receipts are not provided, the applicable daily Bank of Canada currency exchange rate shall apply.

**(4) Dependant Care**

Travellers shall be reimbursed for actual and reasonable care expenditures, up to the daily maximums specified in the *National Joint Council Travel Directive* when:

- The employee or Office Holder is the sole caregiver of a dependant who is under 18 years of age or has a mental or physical disability; or
- Two Government of Canada employees or Office Holders living in the same household are the sole caregivers of a dependant who is under eighteen years of age or has a mental or physical disability and both the employee or Office Holder and the spouse are required to travel on business at the same time.

A dependant care allowance shall apply only for expenditures that are incurred as a result of travelling and are incremental to expenditures the employee or Office Holder would incur when not travelling.

### **(5) Incidental Expense Allowance**

The incidental expense allowance covers such items as laundry, dry cleaning, gratuities, a daily newspaper, and luggage depreciation over the duration of a trip, even though a particular expense may be higher on a given day.

A Traveller shall be paid an incidental expense allowance when overnight accommodation has been authorized. When a Traveller visits multiple locations on the same day, the incidental expense allowance paid shall be the one that is applicable to the location where the Traveller was when their day commenced. Rates for incidental expense allowances are specified in Table 2 (Matrix of Travel Entitlements).

Non-CATSA Employees are not entitled to incidental expense allowances.

### **(6) Insurance**

In the event that a Traveller becomes ill, is injured, or dies while on Travel Status, the Traveller or, where applicable, the Traveller's dependant(s) may be provided with coverage, subject to the terms and conditions of CATSA's benefit programs. Additional insurance purchased by the Traveller shall not be reimbursed.

For automobile insurance, refer to Section 10(b) below.

It is the financial responsibility of Non-CATSA Employees to bear their insurance costs.

### **(7) Passport, Visa, and Communication**

*Passport and Visa* – When an employee or Office Holder is required to travel outside Canada on authorized CATSA business, CATSA shall facilitate the necessary arrangements for obtaining an appropriate passport and/or visa, and any required inoculations, vaccinations, X-rays and certificates of health. These expenditures will be reimbursed by CATSA.

*Communication* – Over each continuous three day period away from home, a Traveller outside Canada shall be reimbursed the equivalent of one, 10 minute phone call home, based on receipts.

### **(8) Long-Term Travel**

Seventy-five percent of the meal and incidental expense allowances specified in Table 2 (Matrix of Travel Entitlements), shall be paid to a Traveller starting on the 31<sup>st</sup> consecutive calendar day of Travel Status when:

- Travel Status exceeds 30 days in the same location; and
- Apartment hotels are available to the employee in the area surrounding the workplace, or the employee chooses to stay in private accommodation.

### **(9) Meals**

A Traveller shall be paid the applicable meal allowance for each breakfast, lunch and dinner while on Travel Status, as specified in Table 2 (Matrix of Travel Entitlements).

A meal allowance shall not be paid to Traveller if a complimentary meal is provided. If a Traveller incurs out of pocket expenditures to supplement meals provided, the actual incurred costs may be reimbursed, based on receipts provided, up to the amount of the applicable meal allowance.

Where a Traveller incurs meal costs that are higher than the established meal allowances in situations outside of the Traveller's control, the actual and reasonable expenditures incurred shall be reimbursed, based on the receipts provided with written justification.

Actual meal expenditures shall not include alcohol, costs associated with guests or co-workers, or the additional cost of room service.

#### **(10) Transportation**

The selection of a mode of transportation shall be based on cost, duration, convenience, safety and practicality.

##### **(a) Commercial**

Where commercial air or rail transportation is authorized, the Traveller shall make the travel arrangements through STSS.

##### ***i) Air Travel***

The standard for air travel is economy class. The lowest available airfares appropriate to particular itineraries shall be sought and bookings shall be made as far in advance as possible to ensure costs are minimized.

The use of business class air travel is authorized for all flights taken by the President and the CEO.

The use of business class air travel is authorized for Vice-Presidents and Directors for trips of 850 air kilometers or more one way.

When travelling outside of Canada and the United States, Travellers are authorized to use business class air travel where continuous air travel exceeds 9 hours. Continuous air travel starts at the scheduled departure time and ends with the arrival at destination or with an overnight stop (or layover equivalent to an overnight stop).

CATSA will reimburse Non-CATSA Employees for fares up to full-fare economy only. Upgrades to business or first class may be personally paid by the Non-CATSA Employee or private sector company, where this is company policy.

##### ***ii) Rail Travel***

The standard for rail travel is the next higher class after the full economy class.

Taxis, shuttles and local transportation services are alternative modes of transportation for short trips. Public transportation including hotel airport shuttles should be used whenever possible.

Taxi vouchers (chits) are not to be used by employees while they are on Travel Status. For further information on the use of taxi vouchers, see the *Taxi Chits Directive*.

**(b) Automobiles**

***i) Privately Owned Automobiles***

The kilometric rates payable for the use of privately owned automobiles driven while on Travel Status are specified in Table 2 (Matrix of Travel Entitlements). Travellers shall use the most direct, safe and practical routes and shall claim only for distances driven for CATSA travel. Travellers must provide trip details in their travel claim to support kilometers claimed.

Travellers who are driven to or picked up from a public carrier terminal shall be reimbursed the kilometric rate based on the distance to and from the public carrier terminal for each round trip.

CATSA assumes no financial responsibility for privately-owned automobiles, other than paying the kilometric rate, where required. CATSA is not responsible for reimbursing deductible amounts related to insurance coverage.

Privately owned automobiles or other types of transportation used by Travellers while on CATSA business shall have at least the minimum provincial/territorial, state/country insurance coverage for public liability and property damage.

Additional premium costs for public liability and property damage, collision and comprehensive coverage shall be reimbursed for the applicable period when supplementary business insurance for an automobile is required.

Travellers who intend to carry passengers are advised to confirm with their insurance agent that they are adequately insured.

***ii) Automobile Rental***

The standard for rental automobiles is mid-size. Rental automobiles beyond mid-size must be justified based upon factors such as, but not limited to, cost, safety, the needs of the employee and the bulk or weight of goods transported. PWGSC's *Accommodation and Car Rental Directory* (<http://rehely-acrd.tpsgc-pwgsc.gc.ca>) shall serve as a guide for the cost and selection of automobile rentals. Note that government rates must be requested when renting automobiles.

Collision damage waiver coverage is required for the entire period that an automobile is rented within or outside of Canada:

***a. Within Canada***

Collision damage waiver coverage is included when Travellers use their Travel Card to rent an automobile within Canada. If Travellers do not use their Travel Card when renting a vehicle, they will be responsible for any claims that would otherwise be covered under the Travel Card. CATSA assumes no liability for such claims. The cost of collision damage waiver coverage will only be reimbursed in exceptional circumstances (e.g., where their Travel Card is not available for use at the time of the rental), to be determined on a case-by-case basis.



***b. Outside of Canada***

Employees or Office Holders travelling outside of Canada should check with their rental agency or travel agent to determine if collision damage waiver coverage associated with the Travel Card will be accepted. Travellers will be reimbursed for the cost of collision damage waiver coverage in those cases where Travel Card coverage is not accepted, or in exceptional circumstances to be determined on a case-by-case basis.

Travellers will not be reimbursed for personal accident insurance coverage premiums.

**(11) Weekend Travel Home**

Weekend travel home or the alternatives described in Section 12 below do not constitute a break in continuous travel at the same location.

Travellers whose travel extends through or beyond a weekend are eligible for periodic weekend travel home, provided that the following conditions are met:

- Work schedules permit the employee to be absent; and
- Appropriate private or public transportation is available and its use is both practical and reasonable.

Weekend travel home must be approved at the Vice-President level or higher. In such situations, the Traveller shall be reimbursed the most economical return fare, the necessary return ground transportation to and from the carrier's terminal and meals en route. Meals and incidentals at the destination shall not be reimbursed. The accommodation at the duty travel location should be suspended where possible but need not be cancelled.

**(12) Weekend Travel – Alternatives**

Provided that the Traveller is not required by the employer to remain at the duty travel location, an employee may choose to spend the weekend at an alternative location. To be eligible for reimbursement, the employee shall: cancel charges for accommodation at the duty travel location, provide a receipt for alternative commercial accommodation when used, and not return home or to the Headquarters Area during the weekend.

Reimbursement shall be limited to the cost of maintaining the Traveller at the duty travel location and shall include the cost of accommodation, meals, incidentals and other expenditures. Arrangements are the personal responsibility of the Traveller without using CATSA's approved services. The Traveller assumes personal liability as if the employee were not on Travel Status. The use of this provision does not preclude the Traveller's entitlement to weekend travel home.

**SCHEDULE 3**

**Hospitality Requirements**

**3.1. Planning**

In the planning of Hospitality expenditures the following limitations and exclusions are applied:

- 3.1.1. Cost per person. The provision of food and beverages is acceptable in accordance with the Standard and Maximum Cost per Person cost limits in Table 3 (Maximum Food and Beverage Cost per Person) below.

<b>Table 3: Maximum Food and Beverage Cost Per Person</b>		
<b>Food and Beverages</b>	<b>Standard Cost per Person</b>	<b>Maximum Cost per Person</b>
Breakfast	<b>1.5 X</b> Breakfast Allowance*	<b>1.5 X</b> Standard Cost Per Person
Lunch	<b>2.0 X</b> Lunch Allowance*	
Dinner	<b>1.75 X</b> Dinner Allowance*	
Refreshments	<b>0.5X</b> Breakfast Allowance*	

\* Meal allowance rates are set out in Appendix C of the *National Joint Council Travel Directive*: <http://www.njc-cnm.gc.ca/directive/index.php?sid=98&lang=eng>

- 3.1.2. Provision of Hospitality. Hospitality may only be provided to the minimum required number of Non-CATSA Employees, employees and Office Holders for reasons of courtesy, diplomacy or Protocol subject to the following:
- Alcoholic beverages: The provision of alcoholic beverages is only permitted in special circumstances where it is a matter of courtesy, diplomacy and/or Protocol involving Non-CATSA Employees. Alcoholic beverages shall not be provided as Hospitality at Events involving only CATSA employees or Office Holders. The provision of bottled water or water coolers to CATSA employees or Office Holders is not part of Hospitality except in situations where they are provided as part of Refreshments at Events covered under this policy;
  - Entertainment activities: Exceptionally, the offering to Non-CATSA Employees tickets to the theatre or sporting events, tours of local areas or other places of interest, other similar Entertainment activities, as well as other reasonable measures, are deemed appropriate for reasons of courtesy, diplomacy and/or Protocol as part of an Event. CATSA employees or Office Holders who are required to accompany Non-CATSA Employees can similarly partake in the Entertainment activities;
  - Transportation: Local transportation to and from an Event or activity is not considered as part of Hospitality except in special circumstances involving Non-CATSA Employees for reasons of courtesy, diplomacy and/or Protocol; and/or
  - Facility rental and associated costs: Facility and associated costs. Facility rental and associated costs such as audio/video equipment and technical support or translation services are not considered as part of Hospitality except in special circumstances for reasons of courtesy, diplomacy and/or Protocol (e.g., in circumstances where the costs are directly and inherently for Hospitality purposes, such as the rental of a room to be used only for hosting a lunch). These costs, however, form part of Events under this Policy for purposes of assessing the applicable approval threshold.

3.1.3. Employees and Office Holders. In addition to Section 3.1.2, Hospitality can be provided to employees and Office Holders only in situations where participation is required in Operational Activities, Training or Events that extend beyond normal working hours including where:

- there are no nearby or appropriate facilities to obtain Refreshments or meals; and/or
- dispersal of employees and Office Holders is not effective or efficient.

Meals received by employees and Office Holders in the course of their duties, where CATSA has no discretion in their provision, are not subject to this policy but are subject to the *Financial Signing Authorities and Personal Benefit Directive*.

### 3.2. Hospitality Pre-Approval

3.2.1. Chairperson of the Board. Approval by the Chairperson of the Board of Directors is required when the following Hospitality components are present, unless delegated to the President and Chief Executive Officer in accordance with this section:

- a. Total Hospitality costs associated with an Event exceeds \$10,000;
- b. Alcoholic beverages will be provided;
- c. Food and beverage costs exceed the standard cost per person (Table 3);
- d. Entertainment will be provided;
- e. Hospitality or Entertainment will be provided to a person accompanying an Event participant; or
- f. Hospitality paid by CATSA will be extended at the residence of a CATSA employee or Office Holder.

The Chairperson of the Board of Directors may choose to delegate to the President and Chief Executive Officer the right to approve, in writing, any or all elements in Section 3.2.1 (b) to (f) or an increased Hospitality Approval Authority limit under Section 3.2.1(a) to meet Operational Activities. When the President and Chief Executive Officer has delegation for any element of Section 3.2.1 (a) to (f), Event approvals are still required as set out in Schedule 5 (Event Requirements) if applicable. For Hospitality extended by the Chairperson of the Board of Directors, the Vice-President and Chief Financial Officer must provide pre-approval

3.2.2. President and Chief Executive Officer. Approval by the President and Chief Executive Officer is required when the total Hospitality costs exceed \$3,000 but are \$10,000 or less and none of the components listed in Section 3.2.1 (b) to (f) are present.

3.2.3. Vice-Presidents or Directors. Approval by a Vice-President or Director is required when total Hospitality costs associated with the Event are \$3,000 or less, and none of the components listed in Section 3.2.1 are present.

3.2.4. Participant may not approve. An individual who is a participant at an Event may not approve the Hospitality. In such circumstances, the approval of a higher authority is to be obtained. In situations where the Chairperson of the Board of Directors is in attendance, the President and Chief Executive Officer will be the Approval Authority for Hospitality. In situations when the President and Chief Executive Officer is in attendance, the Vice-President and Chief Financial Officer will be the Approval Authority for Hospitality, even when the Chief Financial

Officer is also in attendance. In situations where a Vice-President is in attendance, the President and Chief Executive Officer will be the Approval Authority for the Hospitality.

- 3.2.5. Awards and Recognition. The President and Chief Executive Officer has authority to provide awards to employees and may approve Hospitality as part of a related ceremony consistent with this policy. Event approvals will still be required as set out in Schedule 5 (Event Requirements) if applicable.
- 3.2.6. Blanket Hospitality Authorities. An expenditure initiation for a BHA, which does not include any elements requiring Chairperson of the Board approval as set out in Section 3.2.1, may be issued by the Chairperson of the Board to the President and Chief Executive Officer provided it is:
- Approved for use within a particular fiscal year; and
  - Supported by sound rationale and proper oversight, accountabilities and controls including quarterly internal reporting, at a minimum, of planned and actual blanket hospitality authorities expenditures.

### 3.3. Approval of Claims

- 3.3.1. Claim submission. It is the Applicant's responsibility to complete and submit a claim using the *Hospitality and Event Request and Expense Claim Form* as soon as possible after the Event, including providing all supporting receipts. When a CATSA employee or Office Holder is the recipient of Hospitality, he or she is responsible for ensuring that he or she does not seek reimbursement for equivalent meals or refreshments as part of a travel claim or other expense claim.
- 3.3.2. Approval by RC Manager. Claims must be approved by the appropriate RC Manager.

## **SCHEDULE 4**

### **Conference Requirements**

#### **4.1. Planning**

- 4.1.1. Attendance objective. The objective of attending a Conference should principally be to support Operational Activities specified in the applicable Conference and Events Request Form. Where travel is involved, the travel authorization elements of Table 1 (Checklist of Trip Authorization Elements) in Schedule 1 (Travel Requirements) will apply
- 4.1.2. Number of attendees. The number of employees or Office Holders attending a Conference will be the minimum necessary to achieve CATSA's objective.

#### **4.2. Conference Pre-Approval**

Conference authorization Approval Authorities are:

- The President and Chief Executive Officer when:
  - a. total Conference costs exceed \$5,000; or
  - b. Conference attendance is outside of Canada.
- The applicable Vice-President when total Conference costs are less than \$5,000.

Where multiple CATSA employees or Office Holders will be attending the same Conference which constitutes an Event, the total planned Conference costs will be provided for approval to the most senior Approval Authority as defined under Schedule 5 (Event Requirements).

#### **4.3. Approval of Claims**

- 4.3.1. Claims Submission. It is the Applicant's responsibility to complete and submit a claim using the *Miscellaneous Claim Form* as soon as possible and within 30 days after the Conference.
- 4.3.2. Approval by RC Manager. Claims must be approved by the appropriate RC Manager.

## **SCHEDULE 5**

### **Event Requirements**

#### **5.1 Planning**

5.1.1. CATSA will determine the appropriate number of employees or Office Holders that are attending the same Event when considering the appropriate Event Approval Authority, as specified in Section 5.2 (Event Pre-Approval) of this Schedule. This will include obtaining the records of the planned costs where travel is involved, as well as other cost factors when CATSA is hosting an Event, such as professional services and facilities rentals.

#### **5.2. Event Pre-Approval**

5.2.1. Approval Authorities. Approval Authorities for Events are:

- The Chairperson of the Board of Directors when total costs associated with an Event will exceed \$50,000;
- The President and Chief Executive Officer when total costs associated with the Event exceed \$25,000 but are \$50,000 or less; and
- A Vice-President, Director, General Manager or Manager, when the Event has total costs of \$25,000 or less.

5.2.2. Calculating total cost. For the calculation of the total costs for a single Event in order to determine the required Approval Authority, total costs are to include items such as Conference fees, professional services charges, Hospitality, accommodation, transportation, meals, taxes, gratuities and service charges, and other relevant costs directly attributable to the particular Event. These costs exclude salary costs and other fixed operating costs as part of CATSA's on-going operations.

#### **5.3 Approval of Claims**

5.3.1. Claims Submission. It is the Applicant's responsibility to complete and submit a claim using the applicable form, as soon as possible and within 30 days after the Conference.

5.3.2. Approval by RC Manager. Claims must be approved by the appropriate RC Manager.

## **SCHEDULE 6**

### **Board of Director Travel Requirements**

The information below is provided for ease of reference for the Board of Directors and to incorporate travel requirements applicable only to the Board of Directors. All other matters pertaining to travel, or Hospitality, Conference and Event expenditures for the Board of Directors beyond what is addressed below will be interpreted and administered according to the terms of this policy and Schedules 1 through 5, as applicable.

#### **6.1 Approval Authority for Travel**

The Chairperson of the Board is the Approval Authority for authorizing and determining when Board of Director travel is necessary for CATSA business. The Vice-President and Chief Financial Officer will assist the Chairperson with the interpretation and implementation of this policy.

The Chairperson's travel shall be authorized in advance by the Vice-President and Chief Financial Officer.

#### **6.2 Advance Authorization Required**

Travel must be authorized in advance by the Chairperson or delegate to ensure all travel arrangements are in compliance with the provisions of this policy. The Corporate Secretariat will facilitate this process on behalf of Directors to ensure that travel authorizations, at a minimum, provide the trip data elements of Table 1 (Checklist of Trip Authorization Elements) in Schedule 1 (Travel Requirements).

Generally, travel expenditures may only be authorized when a Director is away from his or her home city on CATSA business or as otherwise approved by the Chairperson in advance, on a case-by-case basis.

#### **6.3 Blanket Travel Authorities**

In compliance with the terms of this policy pertaining to Blanket Travel Authorities, a BTA will be used to pre-authorize travel for the Chairperson to Ottawa for CATSA business as well as for all Directors to travel to Ottawa for the quarterly Board of Director meetings.

The BTA will be issued by the Chairperson of the Board and approved annually.

#### **6.4 General Travel Entitlements**

Directors are eligible for the entitlements at the rates provided in Schedule 2 (Travel Entitlements) while on Travel Status which include, but are not limited to, meals and incidentals.

Directors have discretion over commercial accommodation, telephone calls, meals and incidentals in excess of the per diems, based on receipts (excluding alcohol). This discretion should be exercised with prudence and probity, mindful that all expenditures must further CATSA objectives. The basic norm should be comfortable and convenient, but not excessive.

## 6.5 Accommodation

The Corporate Secretariat books all accommodation for Directors who are travelling on CATSA business at a hotel which meets the standard for commercial accommodation under Schedule 2 (Travel Entitlements) and is pre-approved by the Chairperson.

## 6.6 Transportation

Directors shall arrange for their respective travel. The selection of the mode of transportation must be based on cost, duration, convenience, safety and practicality.

- 6.6.1 Commercial. Directors may, at their discretion, use business class travel for CATSA business for trips of 850 air kilometers or more. The lowest available airfares appropriate to particular itineraries must be sought and bookings must be made as far in advance as possible.

When business class is not available for trips of 850 air kilometres or more, economy fares are to be used. First Class air travel is not permitted.

Business class travel is not to be used for discretionary travel of any distance (e.g., travel requested by the individual Directors, such as attending conferences, training, etc.). A Director should seek confirmation from the Chair if there is doubt about whether a particular trip qualifies for business class travel.

The standard for rail travel is the next higher class after the full economy class.

- 6.6.2 Vehicles. The standard for rental vehicles is mid-size. The kilometric rates payable for the use of privately owned vehicles driven on authorized CATSA business are prescribed by National Joint Council Travel Directive. (For current rates, please consult the following link: <http://www.njc-cnm.gc.ca/directive/index.php?sid=97&lang=eng>).

Directors shall use the most direct, safe and practical road routes and shall claim only for distances necessary to be driven for CATSA business travel.

Directors who drive, who are driven or picked up from a public carrier terminal, will be reimbursed the kilometric rate based on the distance to and from the public carrier terminal for each round trip.

In the interests of safe driving, when Director-driven vehicles are used, Directors shall not normally be expected to drive more than:

- 250 kilometres after having worked a full day;
- 350 kilometres after having worked one-half day; or
- 550 kilometres on any day when a Director has not worked.

In respect of every day on which a Director uses a vehicle driven on authorized CATSA business, the Director will be reimbursed the actual costs of parking the vehicle for that period of time.



### **6.7 Travel Claims**

Directors shall submit travel claims to the Corporate Secretariat within 30 days following completion of travel using the approved travel claim form available on Aprio.

Expenditures, other than allowances listed on the travel claim form must be supported by original receipts. In exceptional circumstances, a personal declaration may replace a receipt where a Director certifies that the receipt was lost or unobtainable.