

Canadian Consortium for Neurodegeneration in Aging

Travel expenses reimbursement policy

v. 1.0 August 26, 2015

The purpose of this memo is to provide information and assistance to individuals (“CCNA business travelers”) claiming reimbursement for expenses incurred while traveling on approved business for the Canadian Consortium on Neurodegeneration and Aging (CCNA).

1. Costs incurred must contribute towards the direct costs of specific CCNA research programs, projects or activities, and CCNA funds must be used as effectively and economically as possible. CCNA business travelers will be reimbursed for allowable business expenses as outlined in the *2014 Tri-Agency Financial Administration Guide, Use of Grant Funds, Travel and Subsistence Costs section*, which can be found at www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp#travel;
2. As indicated in the policy referred above, “In the absence of a written Agency policy, the institutional policy, e.g. per diem rates (travel), is to be applied”. In these cases, the Jewish General Hospital-Lady Davis Institute Reimbursement of Expenses policy will be used. That policy specifies that:

In the absence of meals receipts, the following per diem rate will apply:

- *Within Canada: the maximum allowable reimbursement is not to exceed \$54 per day. In the event of partial per diem claims, the maximum per meal (per diem) is set at: breakfast \$10, lunch \$16, supper \$28; and*
- *Outside of Canada: the maximum allowable is not to exceed \$70 per day. In the event of partial per diem claims, the maximum per meal (per diem) is set at breakfast \$12, lunch \$21, supper \$37.*

These maximum allowances are inclusive of taxes and gratuities. A gratuity for meals of up to approximately 15% on a restaurant meal is allowed.

3. Reimbursements submitted for approval will be reviewed by CCNA Central Administration, approved in writing by the CCNA Managing Director and Chief Operating Officer (MD/COO) and may be rejected if the expenses are not eligible or exceed eligible limits for reimbursement.

4. Travel expense claim submission

- All travel expense claims must be submitted to the CCNA Central Administration;

- Reimbursement for travel undertaken in March of any given year must be submitted no later than April 15 of that year to ensure inclusion in fiscal year end reports;
- **Original receipts** clearly indicating GST/HST paid, when applicable, must accompany all travel expense claims. **Faxes or photocopies will not be accepted.** If original receipts for major costs are lost, destroyed, or stolen, a written explanation of the circumstances must be provided by the CCNA business traveler and approved by the CCNA MD/COO before the claim is processed by CCNA;
- All travel expense claims must have the appropriate approval signatures before they are processed. Below are the authorizations required when claiming travel expenses:
 - First signature: the CCNA business traveler making the claim; and
 - Second signature: the CCNA Research Finance Officer, if the claim is under CDN \$1,000 and the CCNA MD/COO for all claims exceeding CDN \$1,000.
- The CCNA MD/COO's claims must be approved by the CCNA Scientific Director (SD); and
- The CCNA business traveler is responsible for ensuring that claims for reimbursement are accurate, conform with CCNA's Travel Policy and that all expenditures are supported by original receipts as required. The CCNA business traveler is encouraged to submit reimbursement claims within 15 working days and not later than two months from completion of the trip.

If a circumstance arises that is not specifically covered in this policy, the CCNA business traveler must consult the CCNA MD/COO.