

## OCIC Travel and Expense Reimbursement Policy

Last Approved by the Board of Directors June 2015

### Preamble

OCIC's work, both internally and as a collective of members, is grounded in our shared vision of global social justice, human dignity and participation for all. Our policies are designed to meet OCIC's internal needs as an organization, however they are guided by ideals about anti-oppression, human rights, international cooperation, and the appropriate meeting of human needs articulated in a multitude of places by multilateral bodies, states, and civil society groups.

All OCIC policies and activities are informed by our Vision, Mission, Mandate, and Strategic Directions. Mindfulness of the spirit and letter of these documents is central to the integrity of the Council, as is compliance with the *Canadian Council for International Cooperation (CCIC) Code of Ethics and the Istanbul Principles for CSO Development Effectiveness*.

The Ontario Council for International Cooperation (OCIC) Travel and Expense Reimbursement Policy provides guidelines for the reimbursement of costs incurred by **staff and Board members** in the course of their work for or participation in the Council. The principles of this policy are aligned and integrated with the Ontario Human Rights Code, and transparency and prudent management of the financial resources of the Council is a primary, implicit value. Ensuring adherence to the guidelines and spirit of this policy is the responsibility of the Executive Director. Overseeing adherence to the same is the responsibility of the Finance and Sustainability Committee and the Board of Directors. Staff and board members should discuss travel, overnight accommodation, child or eldercare plans, or special needs with the Executive Director prior to incurring costs, on an ongoing basis.

### 1. Transportation

- OCIC will reimburse staff and Board members for economy class travel to official meetings by plane, train, bus or car, as necessary and appropriate.
- To obtain the best commercial travel rates, tickets should be arranged at least two weeks in advance of the activity, whenever possible.
- Mileage will be reimbursed at a rate of 80% of the Federal treasury Board rate at the time of travel.
- Parking charges at accommodation and meeting venues are eligible for reimbursement with accompanying original receipt.
- Transportation to accommodation and meeting venues by local transit or taxi are eligible for reimbursement, as necessary. Please share taxis and travel by the most economical means, whenever possible.
- All transportation and parking claims must be accompanied by original receipts including airline, train or bus boarding passes.

### 2. Overnight Accommodation

- OCIC will reimburse staff and Board members for overnight accommodation required during official meetings at a rate of \$130.00 plus tax per night for hotels, or up to \$25.00 per night for private accommodation, where costs are incurred. All hotel claims must be accompanied by original receipts and private accommodation claims by a statement of costs signed by the claimant.

### **3. Meals**

- OCIC will reimburse staff and Board members up to \$55.00 per day to cover the cost of meals required during travel to or attendance at official meetings as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$30.00

- When meals are provided at meetings, please deduct the appropriate amount from the daily allowance.
- Receipts for meals are not required.

### **4. Incidentals**

- OCIC will reimburse direct incidental costs incurred by staff and Board members attending official meetings on behalf of the Council, including gratuities for meals, telephone calls or other personal expenses of up to \$10.00 per day.
- These expenses may only be claimed with overnight stay.
- Receipts for incidentals are not required.

### **5. Dependent Care**

- OCIC will subsidize extra-ordinary\* dependent care costs of staff and Board members of up to a maximum of \$100.00 per day incurred as a result of official travel requirements, and/or to support Board member participation in the Council, as needed.
- The availability of resources to support this subsidy must be verified prior to incurring costs, and all dependent care claims must be accompanied by original receipts.

\*Extra-ordinary dependent care costs refer to costs not normally incurred that result due to official travel and/or face-to-face meeting requirements.

### **6. Accommodation of Special Needs**

- As per the Ontario Human Rights Code, if travel is required for OCIC staff and/or board members with special needs, OCIC will accommodate such needs to the point of undue hardship.
- The availability of resources to provide support for any accommodation request must be verified prior to incurring costs and all claims must be accompanied by original receipts.
- If the Executive Director has a request, s/he can submit this request to the Personnel Committee or the Board of Directors.

While it is important to keep to the above-mentioned rates as often as possible, OCIC recognizes that travel often occurs at the last minute or during peak season and it may be difficult to book appropriate travel or accommodations at these rates.

### **7. Policy Review**

This policy shall be reviewed every 3 years to ensure that the standard and rates set out are still viable.