

OCIC TRAVEL AND EXPENSE REIMBURSEMENT POLICY

Approved by the Board of Directors June 2015; Revised June 2018

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.

1. Policy Principle

The 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.

2. Review

As per OCIC's 3-year review policy, this policy is to be reviewed and/or updated by the Board of Directors by June 2021.

3. Transportation

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

4. Overnight Accommodation

- a. OCIC will reimburse staff and Board members for overnight accommodation required during official meetings at the maximum rates payable for commercial accommodation noted immediately below, 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.
- b. For cities not listed, please consult [the Public Services and Procurement Canada](#) list.
- c. Note: Rates are from the Public Services and Procurement Canada and will be updated on a semi-annual basis. These rates are expressed in Canadian dollars when travelling within Canada, and in US dollars (USD) for travel in the United States. These rates don't take into consideration service charges and applicable taxes.

	Jan to Apr	May to Aug	Sep to Dec
Ottawa (Downtown) ON	\$175	\$175	\$175
Montréal (Downtown) QC	\$154 Jan-Mar \$157 Apr	\$170	\$170 Sep-Oct \$159 Nov-Dec
Vancouver	\$112 Jan-Apr	\$169 May \$181 Jun \$190 Jul-Aug	\$181 Sep \$155 Oct \$153 Nov-Dec
Toronto (Downtown) ON	\$165 Jan-March \$177 April	\$177	\$177 Sept-Oct \$155 Nov-Dec
Winnipeg (Downtown) MB	\$130	\$130 May-June \$139 July-August	\$130
New York NY & Washington DC	\$200	\$200	\$200

3. Meals and Incidentals

OCIC will pay meal and incidental allowances at 75% of the rates provided by the National Joint Council:

- a) For travel in Canada and USA, the following schedule should be used: [Appendix C - Allowances - Modules 1, 2 and 3](#)
- b) For travel outside of North America, the following schedule should be used: [Appendix D, Allowances, Module 4.](#)

When a meal is provided, including on an international airline flight, the appropriate per diem amount is to be deducted from the daily allowance. No receipts are required for meals and incidentals.

5. Dependent Care

- a. 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.
- b. 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

- a. As per the Ontario Human Rights Code, if travel is required for OCIC staff and/or Board Directors with special needs, OCIC will accommodate such needs to the point of undue hardship.
- b. 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.
- c. If the Executive Director has a request, s/he can submit this request to the Personnel Committee or the Board of Directors.

7. Reimbursement

- a. Travellers are required to submit an expense reimbursement claim **within one month of completion of travel**. Timely reporting is very important to ensure that charges are recorded against departmental accounts in the correct accounting period, and/or while a grant is still eligible for charges.
- b. Travellers that have received a travel advance are also required to submit all receipts and boarding passes **within one month of completion of travel**.

8. Other Matters

- a. Amounts expended in foreign currencies must be translated to Canadian dollars using the Bank of Canada exchange rate (<http://www.bankofcanada.ca/rates/exchange/>) unless a credit card statement rate or foreign exchange cash receipt rate is attached. Documentation supporting the rate applied must be submitted with the expense claim.
- b. When travelling on OCIC business, travellers assume full responsibility for any loss, theft or damage to their personal belongings, including electronic equipment.