

ILPA Travel Policy Guidelines

- The ILPA expects expenses to be managed within the approved guidelines.
- ILPA will reimburse for all travel and other expenses actually and properly incurred in connection with ILPA business and that are supported by proper documentation (valid invoice and clear disposition of expenses for auditing purposes).
- Claims for travel expenses must be made in accordance with the Travel Policy.
- Expenses that are incurred in performance of ILPA business and approved by the ILPA will be reimbursed
- Any personal benefit must be incidental and disclosed to the ILPA.

Procedure Summary and Approval

- Claims are to be made on the Travel Expense Claim Form.
- Claims for reimbursement must be accompanied by original receipts, detailing expenses, or paid invoices.
- Credit card slips alone are not acceptable, as they do not provide sufficient detail about the items purchased.
- Claims should be submitted as soon as possible after completion of a project, however, in the case of year end, all claims must be submitted by Dec 31 of each year.
- Reimbursement will only be made to the individual or corporate entity that incurred the expenditures.
- If the expenditures were paid in a foreign currency, documentation of exchange rate must be provided, such as the rate charged on a credit card statement, or provided by a bank for travelers cheques, etc.
- Original receipts in a foreign language must be translated.
- The claimant must sign the Travel Expense Claim form. The signature on the travel expense form indicates that all expenditures incurred are related to ILPA business, that expenditures are in accordance with the ILPA travel policies, and that the claimant has personally paid for all expenditures being claimed.
- The claim must be approved by the ILPA before reimbursement can occur.

Allowable Expenditures

Accommodation

- Normally, accommodation expenses are reimbursable up to a level equivalent to standard, non-luxury hotel rates.

Air fare

- The actual cost for air travel will be reimbursed up to an amount not exceeding the economy rate when traveling by the most direct route. Travel for flights outside of North America can be booked in Executive Class with the approval of the ILPA in advance of the flight.
- Whenever possible, travelers should take advantage of discounts by booking in advance or staying over a Saturday (provided the extra costs do not exceed the savings). If fares have been arranged at less than economy rates which necessitate staying over an extra evening (i.e. excursion fares), the extra accommodation and meal costs may be claimed if overall cost savings are still realized compared to flying on preferred dates at economy rates.
- Amounts in excess of economy airfare are considered to be a personal expense and are not reimbursable unless availability of a flight at an economy rate was not available and approval from the ILPA was obtained prior to incurring the extra cost.
- Original copies of all air tickets, including prepaid tickets, are to be attached to the Travel Expense Claim Form.
- Flights will only be reimbursed after the flight has taken place. If an alternative arrangement needs to be made, approval from the ILPA is required prior to the ticket purchase.

Meals

- The ILPA will reimburse contractors if the meal pertains travel for ILPA business purposes. Reimbursement will be **"the lesser"** of actual cost of meal expenses incurred or the per diem rates. Rates will be amended
- Per Diem rate is \$60/day CDN (\$13.00 breakfast; \$13.00 lunch; \$34.00 dinner)
 - Note: Receipts do not have to be submitted with the travel expense claim if the per diem is being claimed or if the actual costs are less than the per diem.
- Where meals are provided as part of airline tickets, conference or other program, the per diem allowance for the provided meals can not be claimed.
- Meal claims must exclude any charge for alcohol.
- Gratuities are included in the per diem rates.

Taxis

- Only taxi costs that relate to ILPA business will be reimbursed.
- Original receipts are required. In cases where receipts are not available, a schedule needs to be included stating the purpose of the trip, the date, pick up and drop off locations, as well as the amount.

Non-Allowable Expenses

Examples of personal, non-allowable expenses include:

- Interest charged on outstanding credit card balances.
- Traffic and parking fines.
- Hotel pay-per-view movies, lounge bills charged to the room, etc.
- Expenses for failing to cancel transportation or hotel reservations.
- Any other personal or excessive expenditure.
- Excess personal baggage fees on normal travel.
- Personal expenditures such as entertainment, tickets to shows or sporting events, etc.
- Lost or stolen tickets, cash or personal property. Travelers need to ensure that their personal insurance provides adequate coverage for their personal property.

Other Items

Insurance Coverage

- Out-of-country medical insurance premiums are reimbursable expenses if not already covered by the ILPA benefits program.
- Additional life insurance is considered a personal expense of the claimant and is not reimbursable.

Original receipt lost

- If original receipts are not available, a signed declaration signed by the claimant and the person approving the claim must be completed and attached to the travel claim. The declaration is to certify the date the expense was incurred, that the original receipt has been lost or misplaced and reimbursement for these expenses will not be claimed from any other source.