



# Travel Policy

Eligible individuals are those attending a CANARIE event who were informed of their eligibility to apply for travel expense reimbursement. Only expenses incurred by eligible individuals will be reimbursed. Individuals are expected to be conscientious in their use of CANARIE funds, and to travel by the most economical and efficient means possible.

Additional personnel are welcome to attend the CANARIE event but must do so at their own expense.

## Travel Claims:

A [travel expense claim form](#) is available electronically. It should be completed and emailed to [cfoinvoicing@canarie.ca](mailto:cfoinvoicing@canarie.ca) within 30 days of the event. **Detailed receipts must be scanned and attached to support all travel expenditures.**

CANARIE will cover transportation, accommodation, and meal expenses, to the extent described below.

## Transportation:

### Air Travel

- Only economy class for air travel will be reimbursed. Business or executive class is not an allowable expense.
- A combination of air travel and the use of a privately-owned vehicle will not be reimbursed. Only the air portion is eligible for reimbursement.
- Only the portion of the air travel required to attend the event will be reimbursed. Flights to alternate destinations will not be reimbursed.

### Rail

- Rail travel will be reimbursed when it is considered a cost-effective alternative to air and/or car travel.

### Vehicles

- The use of privately-owned vehicles will be reimbursed at a rate of 57.5 cents per kilometer.
- Vehicle rental for a compact or sub-compact car will be reimbursed when it is considered a cost-effective alternative to air or rail travel.

### Travel - Other

- Hotel parking fees will be reimbursed.
- Taxi fees to and from the airport or train station are eligible for reimbursement.
- Travel agent fees will not be reimbursed.

## **Accommodation:**

Accommodation will be reimbursed based on single or double occupancy only. A block of rooms, or a negotiated rate, will likely be arranged with a designated hotel. Details regarding the available accommodations (including location, room rate, and booking instructions) will be provided in event communications.

**Accommodation will only be reimbursed for individuals who make use of the room block or negotiated rates at the designated hotel.** If the room block has expired or rooms are no longer available, CANARIE will reimburse accommodations expenses up to the negotiated rate in the block. Individuals are strongly encouraged to book their reservations early to ensure full reimbursement of expenses.

Wi-Fi internet will be provided at the event, and complimentary internet access is provided in the hotel rooms. Any additional internet or Wi-Fi access fees will not be reimbursed.

## **Meals:**

- Meal or incidental per diems are not eligible for reimbursement.
- Details regarding meals provided by CANARIE during the event will be disclosed in event communications.
- Meal expenses, supported by detailed receipts, incurred during travel are reimbursable.