



CTCMPANL Travel Guidelines

The following information is to assist in completing the Expense Statement.

GUIDELINES SUMMARIZED

1. Travelling has to take place by the least expensive means.
2. Airline travel for trips fewer than nine continuous hours are reimbursed at the economy rate
3. Train travel is reimbursed at one level above economy.
4. Transportation must be by the most economical way.
5. Regardless of the type of transportation, the **maximum amount** reimbursable for travel will be the Economy airfare from home/destination and from destination/home.
6. Mileage/taxi fare will be reimbursed from home to the airport and back. At destination taxi fare is reimbursable from and to airport.
7. For meals, reimbursement is according to a daily allowance set by Treasury Board.
8. Meals cannot be claimed when they are provided during meetings or when included in the travel ticket claimed (meals served on flight, for example). A meeting may require lunch and/or dinner for the day travelling to the meeting. Amounts must be within the allowance and original receipts are required to be attached to your Expense Statement. *Please note that alcohol is not an eligible hospitality expense.*

As it pertains to attendance at meetings for the National Examinations

9. Honorariums will be paid as under:
 - \$25 per hour - Teleconference
 - \$150 per day - Full meetings (Exception: In cases where the duration of a meeting imposes an unfair Financial burden on the participant through the loss of significant income a case by case weighting of the importance of the meeting to the College and decision and approval of the Board is required.
 - \$75 day of travel (only one travel day per participant when appropriate)
10. For participants driving a vehicle the kilometer rates for personal-vehicle travel are eligible expenses. Currently the provincial rate of cents/km is 57.0 in ONT; 48.0 in BC; 44.0 in AB; 51.5 in QU; 53.0 in NF/L.
11. For participants attending a session at ASI, transportation between the Holiday Inn, Ottawa and the offices of Assessment Strategies Incorporated (ASI) will be arranged and provided by ASI.
12. For air travel all Expense Statements must include both of the original boarding passes and the airfare receipt. Reimbursement cannot be paid for air travel that does not include the original boarding passes.
13. All receipts for travel including taxi must be provided.
14. Booking and payment of the hotel accommodation at the Holiday Inn (Ottawa) will be the responsibility of each participating province. Each province will make arrangements with their participants. The original invoice must accompany the Expense Statement. Generally a five day

meeting would require five night's accommodation. Any expenses in addition to the basic hotel room rate will be the responsibility of the participant.

15. For Committee participants staying at a hotel other than the arranged accommodation, the maximum that can be claimed is that of the arranged accommodation. Exception: When the required change is not the fault of the participant. Confirmation is required.
16. For travelers who opt to stay in private, non-commercial accommodations, you may be reimbursed at Treasury Board's approved rate, currently a per day rate of \$50.

Louise/Cindy,

I note the significant difference with the Federal reimbursement amts. Vs. provincial, are the amounts in the policy still correct?

Treasury Board Expense Allowance Maximum – April 2014-2015 Meal allowances

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| - lunch | \$15.25 |
| - dinner | \$42.45 |

Original document: Approved by the CTCMPANL Board Sept. 2016