



## **Nunavut Tunngavik Inc.**

### **TRAVEL POLICY**

*Approved by the Board of Directors in January 1997  
Last Amended in October 2015*

#### **I. PURPOSE**

The purpose of this policy is to provide the parameters for the reimbursement to employees and contractors for reasonable expenses incurred while traveling on NTI business.

#### **II. APPLICATION**

This policy applies to all NTI Executive members, staff and other persons traveling on NTI business, including for training purposes.

#### **III. TRAVEL WARRANTS**

A Travel Warrant is used by NTI to authorize a traveler to incur expenses in the conduct of NTI business away from his/her place of residence and is required for every business trip.

All business travel including the mode and class of transportation and type of accommodation must be authorized in advance by one of the following individuals or their designate in the form of a Travel Warrant:

- Departmental Directors
- Chief Executive Officer
- Chief Operating Officer
- Director of Finance
- Executive Member

The following must be submitted to the Department of Finance prior to travel for all travel (where applicable):

- Completed approved Travel Warrant
- Travel Itinerary
- Charter list (even if paid by other organizations)
- The charter routing schedule (for charter travel)

- Kilometers between cities (for ground travel)

#### **IV. TRAVEL ADVANCES**

A Travel Advance to a traveler may be provided when requested.

The Travel Advance is meant to cover the costs of taxis, meals and incidental expenses such as gratuities (other than those related to meals and taxi use).

If a traveler requires an advance, the following documents must be submitted to the Finance Department:

- Travel Advance Request
- Travel Warrant
- Itinerary

To ensure timely deposit of a travel advance into the traveler's account prior to traveling, a complete Travel Advance request must be submitted with appropriate approval to the Finance Department at least three (3) days prior to departure.

The Travel Advance will be directly deposited into the traveler's account whenever possible. Whenever possible, the Travel Advance will be directly deposited (1) business day prior to departure. The Travel Advance may be directly deposited up to a maximum of (3) business days prior to departure at the written request of the traveler. Late submissions may result in delays in processing Advances.

The Travel Advance is calculated by multiplying the total number of days the employee will be in travel status by the per diem rate, as established by the Board of Directors or Executive Committee from time to time, plus estimated reasonable costs for ground transportation.

Further Travel Advances shall not be advanced to the traveler if a Travel Advance has been outstanding (no travel claim has been submitted to the Department of Finance) for over one (1) month or an employee/traveler has more than three (3) outstanding Travel Advances.

#### **V. PER-DIEMS**

NTI provides per-diem to a traveler to cover the cost of meals while travelling on NTI business. The Board of Directors or the Executive Committee shall establish the per-diem rate from time to time.

The per-diem is calculated from the departure time from the home community to the arrival time back to the home community and consists of four parts: breakfast, lunch, dinner and incidentals.

A traveler is entitled to claim per-diem for breakfast if the departure flight is 10:00 a.m. or earlier. A traveler is not entitled to claim per-diem for lunch if he or she arrives in the home community before 1 p.m. local time. A traveler is not entitled to claim per-diem for dinner if he or she arrives in the home community before 6:30 p.m. local time.

If a specific meal of the traveler is provided by NTI or a related third party, the traveler is not entitled to claim per-diem for that meal unless there are reasonable grounds to do so. If a specific meal of the travel is partially provided by NTI or a related third party, it may be appropriate for the travel to claim half of the per-diem for that meal.

Per-diem rates for International travel are the same as the Canadian rates but converted to the currency of the country traveling to which will be calculated as follows:

- If the Foreign Currency is stronger than the Canadian Dollar the per-diem will be multiplied by the exchange rate of the country visited.
- If the Foreign Currency is weaker than the Canadian Dollar, the per-diem will be paid at the Canadian rate.

## **VI. TRAVEL EXPENSE CLAIMS**

### **1. Procedures**

To be reimbursed for eligible expenses, the traveler must complete a Travel Expense Claim form itemizing the expenses incurred and submit this to the Department of Finance within ten working days after completion of travel.

If a traveler has received a Travel Advance, the Traveler shall either submit a Travel Expense Claim form or repay the Travel Advance within ten working days after completion of travel.

The Travel Expense Claim form must be signed by the traveler, approved by the departmental director or supervisor with appropriate authority, and accompanied by supporting receipts (including airline tickets) with explanations as required.

### **2. Expenses Guidelines**

The following guidelines are provided to assist a traveler in determining the eligibility of certain travel expenses:

#### **(i) Accommodation**

Actual and reasonable expenses for commercial accommodation authorized by NTI will be reimbursed. It is the responsibility of the person authorizing the travel to ensure that reasonable commercial accommodation is selected by the traveler.

NTI only covers the cost of the hotel accommodation and local phone connection charges. It is the responsibility of the traveler to inform the hotel that meals and other expenses should not be included on the hotel bill. Subject to this policy, payment of such expenses is the responsibility of the traveler.

#### **(ii) Billeting**

Employees are encouraged, whenever possible, to use billeting in private homes as an alternative to the use of commercial accommodation. The Board of

Directors or the Executive Committee shall establish the billeting rate for non-commercial accommodation from time to time.

A Billet Invoice must be completed and, whenever possible, should be paid by the Department of Finance directly to the host at the time of the billeting. To ensure that the host is paid promptly, the traveler may issue cash payment to the host and submit the completed Billet Invoice along with receipt attached to the Travel Expense Claim for reimbursement.

**(iii) Baggage**

Reimbursement shall be provided for storage and excess baggage charges where this is in the performance of duty and a satisfactory explanation is provided.

**(iv) Air Transportation**

The lowest available airfares to travel destination shall be sought when making bookings. Discount and reduced fares shall be selected when these rates are available. Itineraries shall be sent to Department of Finance as attachments to the Travel Warrant. Executive Committee may, in exceptional circumstances and on a case by case basis, approve higher classes of airfare for members of the Board of Directors when the continuous air travel exceeds four (4) hours. Continuous air travel refers to the time between the scheduled departure time and the scheduled arrival time at final destination and includes transit time for flight transfer that does not involve an overnight stop or layover. If an overnight stop or layover is part of the travel itinerary, continuous air travel ends on the scheduled arrival time at the destination for overnight stop or layover.

**(v) Chartered Aircraft**

The use of chartered aircraft instead of a scheduled airline flight is permissible only when it can be demonstrated that:

- the number of people involved, along with the cost of accommodation incurred in waiting for a scheduled flight, or other factors, make it more economical to hire a charter;
- it is clearly not practical to use scheduled flights, for example in the case of an extended community tour; or
- in case of an emergency, confirmed as such by the Executive Committee. An example of an emergency is a serious illness of a traveler or immediate family member of a traveler.

The hiring of chartered aircraft requires the approval of any two of the following individuals

- Executive Member(s)
- Chief Executive Officer
- Chief Operating Officer
- Director of Finance

The reasons for the use of chartered aircraft and the approval to do so must be documented in writing and a copy forwarded to the Department of Finance. A list of chartered aircraft uses for the period since the last Board meeting shall be provided to the Board of Directors at each regularly scheduled meeting.

**(vi) Vehicle, Snowmobile and ATV Rentals**

Travel by rental car, snowmobile or ATV may be authorized when necessary to conduct NTI business where it is practical and economical (e.g., when the cost is less than that which would be incurred by use of taxis or local transport).

Where use of a rental vehicle are authorized by NTI, NTI will cover the cost of Insurance and gasoline expenses. All other liabilities and expenses are the responsibility of the traveler.

**(vii) Privately Owned Vehicle Transportation**

Travel by privately owned vehicle may be authorized when necessary to conduct NTI business where it is practical and economical (e.g., when the cost is less than that which would be incurred by use of taxis or local transport).

NTI shall reimburse the owner of the vehicle a per kilometer allowance as established by the Board of Directors or Executive Committee from time to time.

NTI will reimburse additional costs for gasoline use of a privately owned vehicle if receipts are provided. All other liabilities and expenses are the responsibility of the traveler.

**(viii) Laundry**

After three consecutive days in travel status, reasonable laundry expenses or dry cleaning services for each subsequent day are reimbursable, based on receipts.

**(ix) Telephone, Faxes, Internet Connections**

Costs incurred for local and long distance telephone calls, faxes and internet connections necessarily placed as a result of NTI business will be reimbursed. Telephone calls claimed must be supported by statements as to the business reason for the call.

One personal telephone call per day, of up to ten minutes duration, will be reimbursed.

**(x) Child Care**

A traveler may be required to locate overnight childcare services for children while on travel status. NTI shall reimburse the traveler reasonable overnight childcare expenses at a rate established by the Board of Directors or Executive Committee from time to time. Receipts must be provided.

**(xi) Lost receipts**

NTI realizes that receipts may be lost or not provided to the traveler. Under these circumstances, NTI shall provide up to a maximum of \$20.00 without a receipt if the expense is explained and justified on the Travel Expense Claim form.

**(xii) Alcohol**

All persons traveling on NTI business must ensure that they comply with and request the liquor laws of the various communities in Nunavut.

**(xiii) Other**

All other reasonable costs incurred may be reimbursed, up to an amount determined by NTI Finance to be justifiable under the circumstances.

**3. Disallowed Expenses**

Under no circumstances will the following expenses be reimbursed to the traveler:

**(i) Alcohol**

No reimbursement shall be made for alcoholic beverage expenses. It is the responsibility of the traveler to ensure alcoholic beverage charges are itemized separately in receipts and deducted from the initial amount before submitting a Travel Expense Claim.

**(ii) Personal Entertainment**

It is the responsibility of the traveler to cover costs of personal entertainment such as movies, snacks and any other personal charges. These charges shall be removed from the invoice prior to submitting the Travel Expense Claim.

**(iii) Luggage Damage/Loss**

NTI shall not reimburse any costs associated with normal wear and tear of luggage, lost luggage or replacement of personal items and supplies due to lost luggage, as these costs should be covered by the carrier or the traveler.