



Nunavut Tunngavik Inc.

TRAVEL POLICY

Approved by the Board of Directors in January 1997

Last Amended in August 2025

I. PURPOSE

The purpose of this policy is to outline the approval and reimbursement process regarding reasonable expenses incurred while traveling on behalf of Nunavut Tunngavik Incorporated (NTI).

II. APPLICATION

This policy applies to all of NTI Board of Directors, Executive Members, staff, and where applicable, contractors and all other persons traveling on NTI business.

III. AUTHORIZATION OF TRAVEL WARRANT

1. A Travel Warrant is used by NTI to authorize a traveler's expenses for business trips away from home.
2. Travel must be approved in advance by one of the following individuals ("Approving Authority"):
 - An Executive Member
 - Chief Executive Officer
 - Chief Operating Officer
 - Chief Administrative Officer
 - Chief Financial Officer
 - Deputy Chief Financial Officer
 - Departmental Director

An Approving Authority may designate part or all of his/her approving authority on a specific file to one or more individuals within the department.

3. Only the Chief Executive Officer can authorize international travel.
4. In addition to the usual approval, gatherings or meetings hosted by NTI outside of Nunavut with five (5) more employees traveling from Nunavut must have the approval of the Chief Executive Officer.
5. When personal leave is approved to be combined with duty travel, the traveler is responsible for any additional expenses incurred. A traveler cannot count delays caused by personal leave or travel as duty travel time.

6. The following must be submitted to the Department of Finance prior to travel:

- Approved Travel Warrant
- Travel Routing
- Travel Itinerary
- Agenda or invitation, where applicable
- Charter information and routing schedule (if applicable)

IV. TRAVEL ADVANCES

A Travel Advance may be provided when requested by a traveler. The request must include an approved Travel Warrant and comply with the procedures set out in the Guidelines issued by the Chief Executive Officer to implement this policy (the “Guidelines”).

V. PER-DIEMS

NTI provides per-diems to travelers to cover the cost of meals and incidental expenses while travelling on authorized business. The per-diem rate and exceptions will be set out in the Guidelines.

VI. TRAVEL EXPENSE CLAIMS

1. Procedures

To be reimbursed for eligible expenses, a traveler must complete a Travel Expense Claim listing all expenses incurred. This must be submitted 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 deduct the Travel Advance on the 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 appropriate Approving Authority, and accompanied by supporting receipts.

2. Expenses

NTI will determine the eligibility of certain travel expenses based on the following sections:

(i) Accommodation

NTI will cover reasonable expenses for commercial accommodation authorized by an Approving Authority. It is the responsibility of the Approving Authority to ensure that the traveler has a chance to review and select the accommodation arrangement.

For greater certainty, NTI will only cover the cost of the accommodation and reasonable communication costs including internet connections if not included in the costs for accommodation. Any damage charged by the hotel will be recovered from the traveler.

(ii) Billeting and Non-Commercial Accommodations

The Chief Executive Officer shall establish the reimbursement rate and administration for billeted and non-commercial accommodations.

(iii) Baggage

Reimbursement may be provided for storage and excess baggage charges while on duty travel if a satisfactory explanation is provided. Reimbursement rates for missing, damaged or lost bags will be set out in the Guidelines.

(iv) Air Transportation

- a) Duty Travel should be routed in the most cost-effective and quickest way.
- b) Air travel must be at the lowest practical and refundable rate, with the following exceptions:
 - I. Where the total continuous travel time is more than four (4) hours, a member of the Board of Directors, the Chief Executive Officer, Chief Operating Officer, Chief Administrative Officer, Chief Financial Officer, Deputy Chief Financial Officer or an Elder travelling for NTI business purposes may travel in a higher class; and
 - II. other staff may be approved to travel in a higher class when the total continuous travel time is more than eleven (11) hours.
- c) Continuous air travel refers to the time between the scheduled check-in time and one hour after the scheduled arrival time at the final destination and includes transit time for a flight transfer that does not involve an overnight stop or unplanned delay.
- d) Duty travelers should not volunteer to give up their seats on commercial flights when given the option by the airlines, with or without financial incentives.

(v) Chartered Aircraft

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

- a) the number of people involved, along with the cost of accommodation incurred in waiting for a scheduled flight, or other relevant factors, make it more economical or practical to hire a charter;
- b) in case of an emergency, confirmed as such by the Chief Executive Officer.

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

- Executive Member(s)
- Chief Executive Officer
- Chief Operating Officer
- Chief Administration Officer
- Chief Financial Officer

The support for the use of chartered aircraft and the approval to do so must be documented on an approved form and submitted to the Department of Finance.

(vi) Vehicle, Snowmobile and ATV Rentals

Where it is practical or economical, travel by rental vehicle, snowmobile or ATV may be authorized when necessary to conduct NTI business.

Where use of a rental vehicle is authorized, 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 business where it is practical and economical.

NTI shall reimburse the owner of the vehicle a per kilometer allowance as established by the Guidelines.

Additional costs for gasoline use of a privately owned vehicle will be reimbursed 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) Child and Infirm Care

Travelers may need to arrange extra child or infirm care while traveling for work. Reasonable expenses may be reimbursed based on receipts, as outlined in the Guidelines..

(x) Lost receipts

If receipts are lost or not provided, a traveler may be reimbursed up to an amount established in the Guidelines without a receipt, as long as the expense is explained and justified on the Travel Expense Claim form.

(xi) Other

All other reasonable expenses incurred but are not identified in this policy may be reimbursed up to an amount determined by the Chief Financial Officer or the Deputy Chief Financial Officer.

VII. GUIDELINES

The Chief Executive Officer may make guidelines to implement this policy.