

General

The CMC Travel Procedure is in accordance with the CMC Travel Policy dated June 23, 1993 and approved by the Executive Committee of the Board. All internal travel will be arranged through CMC's travel coordinators with CMC's travel agency. All CMC external travellers will be offered travel arrangements through CMC's travel agency (Merit Travel, 1.800.881.2375) and are strongly encouraged to use this service. Should the traveller make other arrangements which result in higher costs, CMC is obligated to reimburse only the reasonable lower cost alternative.

Summary of Travel Procedure

1. The traveller has a responsibility to make the most economical arrangements for transportation/accommodation (this includes advance booking fares, promotional packages, Saturday night stays where possible, etc.).
2. **Air/rail/bus/local travel** - reimbursed at the economy rate (exception of business class for health reasons only and first class travel by train during a meal time is acceptable. **Boarding passes must accompany e-tickets**).
3. **Rental vehicles** - are an allowable expense if it is the most cost-effective method of transportation. Internal staff travelling should **not** take the insurance offered through the rental agency as they are covered by CMC's insurance policy (note: parking tickets and traffic tickets are **not** allowable expenses).
4. **Personal automobile** - when used out of personal preference on approved CMC business for round trips under **600km** reimbursement will be at a rate of 48 cents per km. - the owner must sign the Company waiver and, provide evidence that their own personal car insurance is a minimum of \$1,000,000 third-party liability.
5. **Other accommodations** - travellers staying with relatives or friends may claim \$30/evening to a maximum of \$125/claim in lieu of accommodation expense.
6. **Meals** - reimbursement is based on **actual** receipts for items >\$10.00. All **reasonable** expenses will be reimbursed. The daily maximum is \$60. Suggested guidelines are: \$12 for breakfast, \$16 for lunch, \$32 for dinner.
7. **Personal items** - claims will not be accepted for personal items, for example, in-room movies, and expenses incurred by individuals not related to CMC business or activities.
8. **Miscellaneous items** - must be explained in the space provided - **currency conversion cost** - indicate amount converted, rate and date.
9. Where a hotel bill lists other charges in addition to room charges (meals, etc.) they **do not** need to be shown separately on the claim form.
10. **Documentation** - any expenditure of more than \$10 must be supported by an original invoice, receipt or credit card slip which indicates the amount spent, nature of expenditure, and recipient of payment (credit card receipts, credit card statements, Interac Receipts, cancelled cheques and photocopies of receipts are **not** acceptable).
11. All prepaid travel receipts (e.g. air/hotel/registration) must be attached.
12. Claims must be signed by the claimant and approved by the person responsible for the project plus the Treasurer.
13. Please allow 15 working days for claims to be processed. Direct inquiries to the attention of the Financial Assistant:

by e-mail: mcdonald@cmc.ca

by fax at: (613) 548-8104

by phone : (613) 530-4699