
7 Board policies

7.1 Board, committee, and other volunteer expenses

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- (1) This policy applies to Engineers Canada Board members, Board committee members, and other volunteers (collectively, “volunteers”) who travel and/or incur travel-related expenses, including to attend or participate in meetings, events, and conferences (“events”) in the course of carrying out Engineers Canada business.
- (2) The purpose of this policy is to ensure volunteers have a clear understanding of the guidelines, policy, and procedures around travel and the incursion of travel-related expenses, including the kind and method of business travel that is considered appropriate, in what circumstances pre-approval is required, and how travel-related expenses should be claimed.

7.1.1 Board and committee members expenses

- (1) Volunteers shall be reimbursed for reasonable costs associated with travel for Engineers Canada business. Volunteers are accountable to determine the most practical methods of travel.
- (2) Expenses incurred for volunteers’ attendance at meetings called by their Regulator, for which the Board Director is the appointed Director, shall not be reimbursed.
- (3) Expenses for the President’s guest (or for the guest of the President’s designate when the President is unable to attend) will be reimbursed when the President or designate attends a Regulator annual meeting, annual general meeting, or Geoscientists Canada annual meeting where guests are invited.
- (4) Travel expenses for the one guest of Board members may be reimbursed for attendance at only the annual meeting of members and the Board retreat.
- (5) Transportation costs will be reimbursed as appropriate for the situation.

7.1.2 Regulator presidents’ expenses

Upon request, Engineers Canada shall reimburse (in accordance with this policy) travel-related expenses in excess of \$1,500 for presidents of Regulators with less than 2,500 registrants to attend Board meetings to which presidents are invited to attend.

7.1.3 Exceptional travel

- (1) For international travel and travel within Canada, pre-approval by the President or their delegate is required before exceptional travel not included in Engineers Canada’s approved Budget.

- (2) Volunteers shall follow the standards set out in section 7.1.4, and are individually responsible for complying with this policy and are expected to exercise good business judgment when determining travel plans.

7.1.4 Acceptable travel-related expenses

A. Airfare

- (1) Tickets should be purchased as early as possible to take advantage of the lowest fares, following the call of the event.
- (2) Lowest economy class airfare that allows for one piece of checked luggage should be used where available and practical. Engineers Canada's Corporate Rewards program should be used where practical.
- (3) When flying time is six (6) hours or more for any single leg of the trip, purchasing lowest-cost business class fare is permitted.
- (4) Checked and carry-on baggage fees and trip-cancellation insurance are eligible for reimbursement.

B. Rail

- (1) Tickets should be purchased as early as possible to take advantage of the lowest fares.
- (2) The standard for rail travel is business class.

C. Buses, taxis, and ride-share

- (1) Reasonable bus, taxi, or ride-share fares shall be reimbursed.
- (2) Limousine service is discouraged unless it is more economical than taxi fare.

D. Rental vehicles

- (1) Volunteers may travel by rental vehicle when it is more cost-effective or efficient than air, train, taxis, or personal vehicles (e.g. short trips, or where sharing makes renting a vehicle more attractive), including where:
 - a) Taxi/limousine service is not available or cost effective;
 - b) Location of the event is not easily accessible from a major airport; and,
 - c) Large quantities or materials are being delivered to an event location by the volunteer.
- (2) Volunteers who travel by rental vehicle shall be reimbursed for collision insurance and gasoline. The approved car rental category is mid-size, although free upgrades are permitted. When necessary, larger vehicles or vehicles with special requirements may be rented to transport excess baggage OR large items such as displays, or to accommodate medical reasons.
- (3) If, due to personal preference, a traveller opts to rent a vehicle instead of using other means of transport, the maximum amount payable will be the equivalent of taxi fare to and from the airport to location of the event.

E. Personal vehicles

- (1) Personal vehicles may be used when overall economy is ensured.

- (2) Volunteers who travel by personal vehicle may claim the Canadian Revenue Agency (CRA) [automobile allowance rates](#) in effect at the time of travel, or the equivalent of the total travel costs of economy airfare, whichever is less.
- (3) Engineers Canada is not responsible or liable for any costs or damages incurred above and beyond the rate per kilometer reimbursement. It is the responsibility of the individual volunteer to ensure adequate insurance coverage for business use of personal vehicles.

F. Parking, tolls, and tickets

- (1) Reasonable parking and toll expenses will be reimbursed.
- (2) Traffic and parking violations incurred while travelling on Engineers Canada business are not eligible for reimbursement.

G. Accommodations

- (1) Engineers Canada will pay for accommodations directly or reimburse accommodation for costs reasonable for the situation.
- (2) Where events are arranged by Engineers Canada, group rates shall be secured and travellers advised accordingly. Original hotel invoices should be submitted with expense claims.
- (3) If the traveller makes arrangements to reside in accommodation other than in a hotel, reasonable expenses will be reimbursed provided the overall expenses do not exceed the cost of hotel accommodation as secured through Engineers Canada group rates, if applicable.
- (4) When private accommodation is provided to a volunteer without charge, a gift of appreciation other than cash to the host may be provided. The maximum value of such gift is \$50.

H. Meals

- (1) Volunteers may, during business travel, incur the costs of meals. Meal costs will be reimbursed on receipts. The current [Canadian Government guidelines](#) on expenses provide a reference point for reasonable expenses.
- (2) Additional costs may be reimbursed on reasonable circumstances.
- (3) If a meal is included in the cost of an event, transportation or accommodation or is already being provided by Engineers Canada (e.g. if breakfast is provided as part of a conference), the volunteer will not be reimbursed for additional expenses.
- (4) Receipts for all meals must be attached to the expense claim form.

I. Spousal or partner travel

Expenses for partners or guests of volunteers will not normally be reimbursed, unless as stipulated in 7.1.1(4), above.

J. Childcare expenses

Reasonable additional expenses for childcare services are reimbursed when such services are specifically required by persons travelling on Engineers Canada business. The maximum amount payable to any traveller in a calendar year shall be limited to \$1,500.

K. Medical insurance

Engineers Canada will reimburse travellers who are travelling internationally for any additional medical coverage purchased to ensure medical protection while on Engineers Canada business. Costs for medical services required for international travel will also be reimbursed.

L. Traveller accident insurance

Any claim made by or on behalf of a traveller under Engineers Canada's traveller accident insurance policy for accidental injury or death must be presented to the insurer by Engineers Canada within 30 days of the accident. A claim must have medical evidence from a licensed physician selected by Engineers Canada and be in agreement with a licensed physician as selected by the insurer. Claimants must communicate and comply in a timely manner to enable Engineers Canada time to present the claim to the insurer.

M. Combining personal with business travel

Personal travel may be combined with Engineers Canada business travel provided there is no additional cost to Engineers Canada.

7.1.5 Expense reimbursement

- (1) Expenses shall be reimbursed within 30 days of receipt of the approved expense claim when proper documentation including required original receipts has been provided.
- (2) Claims should be made within 14 days of travel. Engineers Canada is not required to reimburse for claims received more than three months from the date of travel.

7.1.6 Approval of expense claims

- (1) All expense claims are initially examined by the financial staff at Engineers Canada for completeness and adherence to policy. Those submitting expense claims may be asked to complete, correct and/or clarify expense claim details. If expense claim items remain unresolved, these items will be brought to the attention of the individual authorized to provide final approval of the expense claim.
- (2) The final authority for the approval of expense claims submitted by the following is:
 - a) CEO: Approval by the President
 - b) President: Approval by the President-Elect
 - c) Directors, including the Past President: Approval by the CEO
 - d) Members of the CEAB and CEQB: Approval by the CEO
 - e) Other volunteers: Approval by the CEO
 - f) Engineers Canada Staff: Approval by the CEO
- (3) The President will have final approval in the event that any issues arise within this approval process for volunteers.