

eHLbc Travel Policy

I. Background

eHLbc believes individuals acting in the service of the consortium should be fairly reimbursed for expenses. At the same time, eHLbc must exercise effective stewardship of the consortium's money and ensure that funds are spent wisely.

II. Purpose

The purpose of this statement of policy and procedure is to provide guidance to individuals who are required to travel in the performance of their responsibilities on behalf of eHLbc, and to provide clear direction regarding appropriate expenses.

III. Scope

This policy applies to the following persons for travel under the following cases:

1. Management Committee members for attendance at Management and All Member Group meetings or in connection with eHLbc assignments for which travel reimbursement has been pre-approved. Travel expenses within the Lower Mainland, including parking and mileage, will be supported for Management Committee members if individual institutions cannot support that expense.
2. Other eHLbc members and non-members in eHLbc's service in connection with eHLbc's assignments for which travel reimbursement is pre-approved.
3. Staff traveling to an activity approved by the Management Committee for which travel expense reimbursement has been pre-approved.

IV. Responsibility

Travelers are responsible for:

- Following eHLbc policies and procedures for travel;
- Requesting pre-approval for travel;
- Retaining all original receipts; and
- Submitting complete and accurate Travel Expense Claims in a timely manner.

Management Committee Chair is responsible for:

- Pre-approving traveling expenses not covered in the authorized annual expenditure plan.

The eHLbc Administrative Centre is responsible for:

- Ensuring approval for travel;
- Providing guidance regarding appropriate types and levels of expenses;
- Reviewing and reimbursing approved travel expense claims submitted by individuals on consortium business.

V. Eligible Expenses

Expenses for which reimbursement is permitted are described below. Expenses incurred while traveling on consortium business, but which are not travel expenses, are not covered by this policy (e.g., purchase of supplies). All travel expenses require pre-approval. Travel pre-approval requests should be submitted prior to the trip.

A) Transportation

The selection of the mode of transportation should be based on cost, duration, rescheduling flexibility, convenience, safety, and practicality.

100% reimbursement will be made for economy-class travel of the least-expensive, practical mode of public transportation (e.g. air, ferry, train, etc.).

100% reimbursement will be made for mileage on a personal car at the rate stipulated in Simon Fraser University's (SFU) Travel and Business Expense Claim Form, or for rental of a mid-size vehicle, whichever is least expensive, where no other mode of travel is reasonably possible. If another mode is possible, reimbursement will not exceed the rate for economy-class public transportation. No other expenses associated with the use of personal vehicles for eHLbc related travel (e.g., fuel purchases, parking fines, etc.) may be claimed for reimbursement.

100% reimbursement will be made for bridge, ferry, highway tolls, and parking while driving on eHLbc business, based on submission of receipts.

100% reimbursement of the cost of local travel from the point of arrival of a public carrier to and from the local destination using shuttle service if available and convenient, or taxi if pressed for time or handling heavy baggage, based on the submission of receipts.

B) Accommodation

100% reimbursement will be made for accommodations at hotel(s) designated by eHLbc, or those offering B.C. government rates, for the approved dates of the meeting (including

all Management Committee and All Member Group meetings) or event, based on the submission of receipts. eHLbc standard accommodation is a single room with private bath in a moderately priced business class hotel or motel.

In general, recipients are entitled to reimbursement at the single room rate. Basic room rate and taxes only will be covered: any room upgrades, entertainment, hospitality or extended stays are the sole responsibility of the individual.

Where accommodation is arranged or accepted at a relative or friend's residence, a minimal nightly fee may be requested to cover a house gift or other expression of appreciation, as allowed through SFU's Travel and Business Expense Claim Form. See Form instructions for further details.

C) Meals

Reimbursement for meals is done on a per diem as outlined in SFU's Travel and Business Expense Claim Form. Pre-approval is required.

VI. Amendments

The Travel Policy will be reviewed every 3 years and may be amended from time to time, as approved by the Management Committee.

VII. Appendix: Travel Approval Procedure

1. Email a request for Travel Approval to office@ehlbc.ca at least 1 month before your departure date. The email should include the reason for travel, approximate duration of stay, and approximate travel costs.
2. You will receive a reply via email informing you that your request has been received. You can expect a reply within the next week.
3. The Administrative Centre will review the request.
4. Requests other than those of Management Committee members traveling to attend Management and All Member Group meetings will be sent to the Management Committee Chair for approval. Management Committee members' requests to travel for committee work will be approved by the Administrative Centre as dictated by the Travel Policy and the approved expenditure plan.
5. If your request is approved, download a Travel Expense Claim Form from the eHLbc website. The form was developed by Simon Fraser University (the host of eHLbc) who will reimburse your travel expenses.

6. Save all of the relevant travel receipts from your trip.
7. As soon as possible, and within 1 month of your return from travel, submit your Travel Expense Claim Form and the original receipts to the eHLbc Administrative Centre by mail.
8. You will receive a reply via email informing you that the eHLbc Administrative Centre has received your Travel Expense Claim Form and relevant receipts.
9. Simon Fraser University will send you a cheque by mail following your Travel Expense Claim submission.