

BOUCHER INSTITUTE POLICY

Policy Title: EMPLOYEE TRAVEL AND EXPENSE POLICY

Date of Initial Approval: January 30, 2020

Date of Last Approved Revision:

Person(s) Responsible for Implementation & Adherence: Board, President and Managers

Related Procedures: Employee Travel Procedure

Purpose and Objectives

This document supports The Boucher Institute's efforts to ensure that business travel and entertainment expenses are managed in the most cost effective manner possible. The policy and associated procedures provide an accountability framework and guidelines for the reimbursement of reasonable and appropriate travel and entertainment expenses for all staff, volunteers and contractors while conducting The Boucher Institute's business. Travel should be consistent with the needs of The Boucher Institute, and should be used to accomplish business objectives in the most cost effective manner.

The purpose of the Employees Travel and Expense policy is to ensure all employees have a clear and consistent understanding of the policy and procedures for business travel and entertainment

General

- This policy applies to travel expenses for Institute related business
- Employees are encouraged to use tele-conference, video conference, etc. where possible as alternative to travel
- Unless otherwise stated all amounts are in Canadian Dollars

Mandatory Requirements

Employees and managers are responsible for complying with policy and are expected to exercise good business judgment when determining travel plans and determining what is necessary and reasonable in the circumstance.

Expenditures are to fulfill a clear Boucher Institute business objective that will derive some current or future benefit for the Boucher Institute, or are linked to an activity necessary to the performance of the employee's roles and responsibilities.

Pre-approval, registration, and booking processes for travel within North America are to be completed as early as possible through the employee's supervisor and/or the Executive Assistant to take advantage of advance purchase discounts or best available travel rates.

All travel outside of North America must be pre-approved by the President (or for the President, the Board Chair) prior to booking.

Employees are responsible for obtaining pre-authorizations, for traveling by the most economical and efficient means, for submitting expenses promptly, for providing appropriate back up documentation and sufficient explanations.

Managers are responsible for assuring preauthorization was obtained, for the propriety and reasonableness of expenditures, for ensuring expense reports are submitted promptly and proper receipts and explanations are provided to support the claim. Specific business units may, at their discretion, impose greater control than required by this policy but never less.

Good record-keeping practices must be maintained for verification and audit purposes.