ITE CANADA District

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A Canadian Non-Profit Corporation registered as
Canadian Institute of Transportation Engineers

Executive Travel Policy

1. Purpose

The purpose of the travel policy is to establish guidance in determining the extent of acceptable travel for ITE Canada business for the Executive Committee.

2. Glossary of Terms

Partner Agency: an organization with similar interests with whom ITE Canada has entered into a formal partnership or reciprocal agreement.

3. Scope

This policy applies to travel by the ITE Canada Executive Committee members for travel associated with ITE Canada and ITE International business.

4. Policy

4.1. Executive Travel Requests

All travel requests must be made in advance and approved by the ITE Canada Executive in order for expense claims to be reimbursed with the exception of travel to the following events:

a. Annual ITE Canada Conference
b. Spring/Fall in-person ITE Canada Executive meetings
c. ITE International Board of Direction meetings (District Director only)
d. ITE International Annual Meeting and Exhibition (President or designate)

4.2. Travel to Sections and Student Chapters

In order to further the connection between the ITE Canada District and individual Sections/Student Chapters, it is encouraged that members of the ITE Canada Executive make effort to participate in Section/Student Chapter activities on an opportunity basis throughout their term on the Executive. Travel plans and costs for these visits outside of a member's home Section must be approved in advance by the ITE Canada Executive.

4.3. Reimbursement of Executive Travel

In all respects, expenses associated with ITE Canada approved travel will be reimbursed as per the Reimbursement of Expenses Policy.

5. History

Action	Date	Approval	Description
Amendment	2026 September 23	ITE Canada Board	Updated format, minor text changes, changes to LAC travel and Section/Student Chapter visits
New Policy	2018 November 29	CITE Board	

Review Period: 2 years
Due for Review: 2028 September