ITE CANADA District

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

Reimbursement of Expenses Policy

1. Purpose

The purpose of this policy is to spell out under what circumstances reimbursement of expenses may occur on behalf of ITE Canada District.

2. Definitions

Reasonable Expenses: expenditures that

1. demonstrate prudence, good judgement, and due diligence; and
2. reflect moderation, and defensibility to an impartial observer.

Documentation: Receipts for expenses that have been approved by an Executive Committee member other than the person claiming reimbursement.

Kilometric Rate: a fixed allowance per kilometre for the use of a personal vehicle which recognizes the expenses associated with operating a personal vehicle (e.g., gas, insurance, repairs, and maintenance, etc).

Incidental Expenses: expenditures for out of pocket expenses for gratuities, porterage, etc.

Traveller: the member of ITE Canada, staff, contractor, award winners or Board of Directors who is the claimant and is the individual who is travelling.

3. Scope

This policy relates to both staff, contract resources and volunteers acting on authorized ITE Canada business.

4. Policy

4.1. Principles

1) Travel Expenses must:
    a) relate directly to activities that arise from the performance of duties and responsibilities of the traveller incurring the expenditure;
    b) be supported by appropriate documentation.
2) Travellers should be adequately reimbursed for travelling for ITE Canada and should not incur any financial hardship
3) Travellers should not financially gain from the application of this Expense Policy

4.2. Eligible Meal Expenditures

Meals - will be reimbursed for the actual cost of the meal. Actual Cost Reimbursement for meals will be limited to reasonable amounts and must be supported by an original itemized receipt. Normally, the reimbursement for meals claimed on a receipt basis will not include any charges for alcoholic beverages.

4.3. Transportation

1) Air – Booking Flights
   It is the responsibility of the traveller to obtain the most reasonable airfare available consistent with the purpose of the trip. Whenever possible, travellers should take advantage of discounts. For travel involving less than nine hours in the air between two destinations, travel shall normally be in economy/coach class at the most reasonable rate.

2) Air - Cancellation
   Travellers are to decline trip cancellation insurance. In the event that, after a flight is booked, the traveller cannot travel, he/she is required to cancel the flight in advance and request either a refund or credit towards another trip if the traveller travels frequently. ITE Canada will reimburse the traveller (for the non-refundable portion of the airline ticket) where cancellation has occurred prior to scheduled departure.

3) Private (Personal) Vehicles
   Travellers will be reimbursed the Government of Canada prescribed per-kilometre rates for travel in private (personal) vehicles for ITE Canada purposes. When the cost to rent a

vehicle for a trip is less than the kilometric charge would be for the trip, the traveller should normally rent a vehicle. When the kilometric charge for private vehicle travel would exceed the cost of economy airfare, parking and public transit/taxi/rental vehicle, ITE Canada will not normally reimburse more than the cost of economy airfare, parking and public transit/taxi/rental vehicle.

4) Private Vehicle Damage Reimbursement - $500.00
   Where a traveller's private vehicle is damaged while in use on ITE Canada business, ITE Canada will reimburse the lesser of actual damage repair cost, or the traveller's vehicle insurance deductible, to a maximum of $500.00 per occurrence. Repairs must be completed prior to submitting a claim. There will be no reimbursement for costs resulting from intentional damage, gross negligence or criminal conduct.

5) Car Rental
   Car rentals are allowed where it is necessary to save time and reduce cost if justified as a business need and not as a matter of personal convenience.

6) Car Rental Insurance
   a) Travellers are directed to decline the Collision Damage Waiver (CDW) offered as this insurance coverage is included when a vehicle is rented
   b) Travellers should consider public transportation options and parking costs before renting a car.

7) Other
   Reasonable expenses for taxis, shuttles, car share, micro-mobility, and public transportation to and from airports, meetings, etc. are reimbursable provided original receipts are provided. Receipts for parking, road tolls and ferry transportation are reimbursable when original receipts are provided.

4.4. Accommodation

1) Hotels (commercial accommodation)
   To obtain the most economical lodging solution, travellers should take advantage of corporate/non-profit rates and discounts when available
2) Private (non-commercial accommodation) allowance
   The per diem allowance (within Canada and internationally) at the rates set out in Appendix A is available for travellers who stay with friends, relatives, etc. and is not available to those who opt to lodge in commercial accommodations.

4.5. Loss of Personal Possessions - $500 CDN

During business travel where a traveller incurs a loss of personal property which is pertinent to the performance of his/her duties, ITE Canada may reimburse the lesser of the loss or the deductible portion of the traveller's insurance policy, up to a maximum of $500 CDN. There will be no reimbursement for losses attributable to the negligent action of the traveller.

4.6. Actual Expenses of Hospitality/Hosted Events or attendance at a Hospitality/Hosted Event

When it is necessary to host clients, agents or others, the actual costs (receipts required) of the meals/hospitality will be reimbursed. Hosting of events must be approved by the President or Vice-President.

4.7. Family Care Expenses

Additional family care expenses (defined below) will be reimbursed where a person is requested or required by ITE Canada to travel to attend:

1) ITE Canada endorsed education, training, or professional development activities; or
2) ITE Canada sponsored activities, which activities are not included in the normal duties of the employee's job and are normally outside their geographic location. Reimbursement will only apply when there is no one else at the traveller's home who can provide family care. "Additional" family care expenses mean those family care expenses over and above those expenses normally incurred while the traveller is at work from day to day. The intention is not to reimburse for normal family care expenses incurred during normal work hours even though the traveller may be out of town.

   Where expenses for additional family care expenses may be claimed, reimbursement will be up to $120 per day upon production of a receipt. The original receipt must be a signed statement indicating the date(s) being charged, the hourly rate of pay, the total hours of care provided, the caregiver/agency and the total amount charged. This is not considered a taxable benefit, rather a reimbursement of reasonable travelling expenses of the individual.

4.8. Combined Personal and Business Travel

Travellers must provide details of the itinerary of the business and personal portion of the trip when submitting expense claims.

1) Travellers may only be reimbursed for the business travel elements of the trip. Documentation of the most reasonable transportation costs for the business elements of the travel must be provided when submitting travel claims where business and personal travel are combined.
2) Notwithstanding (1) above, ITE Canada will reimburse the additional accommodation and per diem allowance when it can be demonstrated that staying over additional nights significantly reduced the airfare and the overall travel costs to ITE Canada.

4.9. Other Expenses

Claimants will be reimbursed for the following expenses which are directly related to travel outside of Canada: cost of visas, inoculations, preventative medicine, e.g., malaria tablets, car rental insurance, additional baggage insurance, ground transportation, premiums for additional medical insurance to provide coverage equivalent to that available in the Province medical Plan, and similar directly related travel costs.

4.10. Updating Rates

The Executive Committee will review and update rates stipulated in Appendix A annually and does not require approval of the Board of Directors

4.11 Submission and Approval Process

Expense Report: Submit an expense report using ITE Canada's designated expense claim instructions and form. Include the following details:

- Date and nature of the expense
- Itemized receipts or proof of payment
- Description of the business purpose of the expense
- Expenses should be submitted within 30 days of expenses occurring or by August 31 each year to be included within fiscal year end.

Approval & Reimbursement Timelines: ITE Canada will review each expense submission. Reimbursements will be processed within 30 business days of approval.

6. History

Action	Date	Approval	Description
Amendment	31 May 2026	ITE Canada Board	Updated format, minor text changes, addition of Submission and Approval Process section 4.11.
New Policy	2018 November 29	CITE Board	

Review Period: 5 years
Due for Review: June 2031

Appendix A

Per Diem Allowance

Within Canada

Accommodation - Private (noncommercial) allowance	$40.00 per day

International

Accommodation - Private (noncommercial) allowance	$55.00 per day