

International Development Research Centre

Governor Travel Policy

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1. Context

a) IDRC is a Canadian Crown corporation with a legislative mandate to initiate, encourage, support and conduct research into the problems of the developing regions of the world and into the means for applying and adapting scientific, technical and other knowledge to the economic and social advancement of those regions. This mandate necessitates IDRC connecting people, ideas and knowledge, to facilitate networking and exchanges. Travel is integral to the conduct of IDRC business. Governors are required to travel to conduct IDRC business, attend meetings of the Board of Governors, liaise with Centre management, and perform specific representational functions on behalf of IDRC, both within and external to Canada.

b) All travel by Governors, except as otherwise noted herein, is governed by the provisions of this Policy. Governors are expected to adhere to its provisions and to use the travel services placed at their disposal by IDRC, including but not limited to the dedicated travel supplier, preferred carriers and preferred hotels.

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c) All travel allowances and modalities for reimbursement have been designed to ensure that Governors are reimbursed the true and actual costs of travel while on IDRC business.

2. Objective

The purpose of this Policy is to facilitate Governor travel, in support of IDRC's mission, while maintaining effective controls and promoting transparency and accountability. This is achieved by:

- ensuring Governors travel securely, comfortably and in a cost-effective manner;
- facilitating the travel process in order that Governors may focus on their core responsibilities; and
- providing Governors and Centre employees who facilitate Governor travel with the proper guidelines and tools to manage and control Governors' IDRC-related travel expenses.

3. Application

This Policy applies to IDRC Governors traveling on IDRC business, including travel by the Chairperson, but excluding travel by the IDRC President and Chief Executive Officer. For greater clarity, travel by the IDRC President and Chief Executive Officer is subject to provisions of the IDRC Corporate Travel Policy.

4. Definitions

Accommodation (commercial)

Lodging facilities such as hotels, motels, inns, bed and breakfasts, residences-for-rental or short-term apartments.

Accommodation (non-commercial)

Private dwelling or non-commercial facilities where a traveler may stay overnight at no cost.

Business Class and Premium Economy Class fares

Premium class of service offered on certain routes by certain third party travel providers for which Governors are eligible under certain conditions as described herein.

Business-related expenses

Legitimate and essential expenses incurred during the course of IDRC-supported Governor travel, incurred in direct relation to IDRC's business. Business-related expenses include those covered by per diem allowances and other pre-determined amounts provided for under this Policy.

Continuous trip time

A trip is considered to start one hour before the scheduled departure time set by a third party travel provider, to allow for any mandatory check-in and security clearance, and ends with the arrival at destination or arrival at an intermediate point where an overnight stop or layover equivalent to an overnight stop is taken. For greater clarity, any voluntary stops or rest periods at an intermediate point are not considered part of continuous trip times. Voluntary stops to extend trip times in order to qualify for a third party travel provider class of service upgrade are not permitted.

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Designated Travel Agency

The travel agency identified by IDRC from time to time to fulfill the provision of IDRC travel booking and arrangements needs.

Economy class

The standard class of air or rail travel, including special discount fare travel.

Person approving travel

In the case of Governors, the Corporate Secretary, or his or her designate, as the IDRC cost centre manager responsible for managing Governor travel.

Receipt

An original document showing the name of a supplier, the date and the amount of an expenditure paid by a Governor, and a description of the service or product purchased.

Transit

Any point that is not considered a business destination.

Traveler

Means a Governor in the context of this Policy.

5. Roles and Responsibilities

5.1 All Individuals involved in the Governor Travel Process

All individuals, including Governors, involved in arranging and undertaking travel under this Policy, including those holding a specific authority and those performing a particular task, are responsible for demonstrating the highest standards of ethical conduct in carrying out these activities, such that public confidence and trust in the integrity of IDRC are maintained and enhanced.

5.2 Employees

Employees shall:

- comply with the provisions of this Policy and become familiar with the related procedures;
- prior to booking travel, consult and obtain authorization to book travel in accordance with the Policy;
- book all travel through the Designated Travel Agency;
- endeavour to make travel arrangements as early as possible to enhance the opportunity of securing discounted fares;
- be responsible for providing the Designated Travel Agency with any information or constraint that will assist its travel counsellors in identifying the lowest possible fare options for the desired destination and itinerary;
- provide Governors with the most economical, logical and direct travel arrangement options possible;

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- be responsible for cancelling reservations as required when notified by Governors; and
- become familiar with instructions for completing travel expense reports.

5.3 Governors

Governors shall:

- comply with the provisions of this Policy;
- make all travel arrangements through the Office of the Secretary and General Counsel;
- endeavour to make travel arrangements as early as possible, to enhance the opportunity of securing discounted fares;
- be responsible for providing the Office of the Secretary and General Counsel with any information or constraint that will assist in identifying the lowest possible fare options for the desired destination and itinerary;
- be responsible for advising the Office of the Secretary and General Counsel of information concerning the cancelling of reservations for reasons within Governors' control;
- be responsible for costs arising from routings and stopovers undertaken for personal, and not IDRC business-related, purposes or benefits; and
- become familiar with instructions for completing expense reports, and submit travel expense reports, with necessary supporting documentation, as soon as reasonably possible after the completion of travel.

5.4 Corporate Secretary

With respect to Governor travel, the Corporate Secretary, a Board-appointed officer of IDRC, shall:

- determine whether travel is necessary and consider cost-effective alternatives;
- ensure that the selected travel arrangements (transportation, accommodation, etc.) are consistent with the provisions of this Policy;
- take into account the potential for accidents, and resulting risks to IDRC's ability to conduct business, prior to allowing key IDRC officials to travel together;
- authorize travel; and
- verify and approve travel expense claims prior to reimbursement.

5.5 The Travel Management Analyst

The Travel Management Analyst, an employee of IDRC, shall:

- make this Policy readily available to employees who require it to carry out their duties; and

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- maintain the list of meal and all-inclusive per diem allowances, as well as the rates of reimbursement for the use of private vehicles and for the use of non-commercial accommodations.

5.6 The Manager, Corporate Accounting

The Manager, Corporate Accounting, an employee of IDRC, shall see that someone in her/his division takes the responsibility to:

- verify, on a sampling basis, approved Governor expense reports, with a view to ensure compliance with this Policy;
- recover Canadian tax credits where expense reports include Canadian Goods and Services taxes;
- reimburse approved Governor expense claims; and
- monitor the use of IDRC acquisition charge cards used during the travel arrangement process.

6. Authorization to Travel

All Governor travel must be pre-approved by the Corporate Secretary, using IDRC's Travel Approval System. Governor travel authorisations must include the following information:

- Objective: purpose of travel
- Justification: that a remote meeting solution is not practically feasible.
- Mode of transportation: estimated cost and rationale for the choice, where more than one mode of transportation is available.
- Accommodation: estimated cost and rationale for each type of accommodation.
- Meals: estimated cost of the meals.
- Other costs: total estimated cost of the incidentals and other expected costs.

7. Non-Compliance

Non-compliance with this Policy may result in non-reimbursement of Governor travel expenses.

8. Charge Cards

The Finance and Administration Division will issue (a) credit card(s) to one or more employees in the Office of the Secretary and General Counsel to be used to purchase all Designated Travel Agency-booked air and rail tickets and for accommodation arrangements for Governors.

9. Expense Reporting and Receipts

a) Governors shall prepare a signed expense report, in a format supplied by the Office of the Secretary and General Counsel, as soon as reasonably possible following the completion of travel but no later than 60 days after the completion of travel. In signing expense reports, Governors validate the expenses incurred.

b) Governor expense reports are subject to review by IDRC's finance employees to ensure compliance with the requirements of this Policy.

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- c) In order to facilitate the processing of expense claims, Governors must submit original receipts with their expense reports to justify any allowable expenses in excess of CA\$ 20. In approving Governor travel expenditures, the Corporate Secretary must verify claims against required receipts.
- d) The approval of a Governor expense report by the Corporate Secretary triggers the reimbursement of the reported and approved expenses, subject to the review noted in subsection 9(b).

10. Preferred Suppliers

- a) IDRC identifies preferred travel suppliers where there are significant benefits derived from doing so. This approach has resulted in the selection of a Designated Travel Agency, which handles all Governor travel and related reservations, all in accordance with this Policy.
- b) Governor travel will not be arranged through travel providers other than the Designated Travel Agency, unless exceptionally agreed and justified in writing as between an individual governor and the Corporate Secretary and only where another option is deemed more cost effective in particular circumstances.
- c) In addition to a Designated Travel Agency, Governors shall use other preferred IDRC suppliers, such as designated hotels and air carriers, as facilitated by the Office of the Secretary and General Counsel.

11. Hospitality Expenses while on Travel Status

Hospitality provided by Governors must be claimed in accordance with the IDRC Hospitality Policy. For the purposes of applying the IDRC Hospitality Policy, the Chairperson will serve as the approver of any hospitality claims of any Governors, while any hospitality claims of the Chairperson will be subject to approval by the Corporate Secretary. ***

12. Travel Undertaken by IDRC Governors

12.1 Accommodation

- a) The Office of the Secretary and General Counsel, working through the Designated Travel Agency, will ensure that Governors use preferred hotels where these are available and, where they are not, that the best available corporate rate or promotional rate available at time of booking is used at a reasonable location near the place of business to be conducted.
- b) Governors with late night and early morning arrivals at destinations may incur as much as a full night's fee for checking in late, or early as the case may be, in order to rest upon arrival. This is acceptable, so long as the scheduled arrival time at destination is at least 3 hours prior to the check-in time set by the accommodation provider for the next night.
- c) Governors with late evening or night-time scheduled departures may incur the cost of a late check-out to allow them to rest prior to a long overnight journey.

12.2 Business Expenses

All legitimate and essential expenses incurred by Governors during the course of their IDRC-related travel can be claimed. These include, but are not limited to, reasonable costs for Internet connections, long distance calls, photocopies, and faxes.

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12.3 Currency Exchange

Governors are responsible for acquiring any necessary currency that has legal tender at their place of destination. Exchange and other bank service charges may be claimed by Governors upon submission, with expense reports, of appropriate receipts.

12.4 Health Requirements

IDRC bears the costs incurred by Governors in obtaining necessary immunizations, prophylactic medications, and medical consultations required for IDRC-related travel.

12.5 Travel Medical Insurance

a) Governors traveling on IDRC business are covered by emergency medical insurance through medical insurance plans maintained by IDRC.

b) Medical insurance coverage for periods of personal travel is the personal responsibility of individual Governors.

12.6 Passports and Travel Visas

a) Governors will be reimbursed the costs incurred in obtaining visas and related photographs, in order to facilitate IDRC-related travel. IDRC will not reimburse the cost of new passports.

b) Governors are responsible for obtaining their own passports, visas, and related photographs.

c) To facilitate Governor travel, the Office of the Secretary and General Counsel will, as appropriate and where necessary, provide letters indicating IDRC's support for individual Governor's IDRC-related travel and associated expenses.

12.7 Per Diem Allowances

a) Governors shall be paid separate allowances for meals and incidental expenses for each day of IDRC-related travel as per allowances published on the IDRC corporate web site, subject to the following:

- Expense claims should not be made in relation to meals provided by IDRC or supplied by any third party, including third party travel providers such as air carriers and hotels.
- Incidental allowances are paid to Governors for every day, or part day, of IDRC-related travel. Without limitation, such allowances are intended to cover the costs of items such as gratuities and laundry incurred while travelling.

b) During transit stops or layovers, the applicable per diem allowances will be paid at the rate of the transit location.

12.8 Transportation

The selection of the type of transportation used for Governor travel shall be based on considerations of safety, duration of travel, convenience, practicality, and cost implications (i.e. considering differences in such things as layover costs, additional per diem allowances, additional duration as it relates to the payment of additional honoraria, etc.).

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12.8.1 Travel between Points of Origin and Destination - Air Travel

a) The Office of the Secretary and General Counsel will generally book Governor air travel with IDRC's designated airlines, to ensure the IDRC receives maximum benefit from negotiated discounts and incentives. In cases where the use of designated air carriers would significantly increase the cost, or travel time, an alternate carrier may be used.

b) Subject to the provisions of subsection 12.8(1)(c) below, Governors will be booked in economy class on all trips within Canada and the continental U.S and on all trips that have points of origin or destination outside of Canada or the continental U.S., where the travel distance is 1,200 km or less.

c) Where available, business or premium economy class air travel is only permitted under the following circumstances:

- trips with points of origin or destination outside Canada or the continental U.S where the travel distance is greater than 1,200 km;
- there are no seats available in economy class during the time period in which travel is reasonably required;
- flights or seats on flights are cancelled such that there is an impact on reasonably required timely arrival at destination, or resulting in an ineffective use of a Governor's time;
- the first available flight, where no economy class seats are available, must be used in order to avoid civil strife, disasters or risks to an individual governor's safety or security; or
- health reasons necessitate premium class air travel.

d) When planning travel, Governors should provide the Office of the Secretary and General Counsel with the key parameters of a given trip, based on what accommodates the reasonable needs of the Governor (timing, dates, flexibility). Based on this information, the Office of the Secretary and General Counsel will have the Designated Travel Agency generate fare and route options. Generally only the most cost effective option will be presented to an individual governor for confirmation prior to a booking being made. Only where the most cost-effective option does not meet the parameters provided by an individual governor will that governor be provided with a choice as between the two (2) more cost effective from amongst options provided by the Designated Travel Agency.

e) IDRC is not risk averse to the purchase of restrictive airfares. Occasional financial losses on restrictive airfares are deemed acceptable, so long as there remains overall savings in travel for IDRC. The purchase of these less

expensive fares must be weighed against the probabilities of having to make changes or cancellations and that cost compared to higher less restrictive fares, on a case-by-case basis.

f) Governors shall advise the Office of the Secretary and General Counsel of any unused portions of any tickets.

12.8.2 Travel between Points of Origin and Destination – Rail Travel

First class or equivalent is permitted for all travel by rail.

12.8.3 Travel within Points of Origin or Destination

a) Taxis shall be the preferred method of transportation within centres of origin and destination during a given trip. Actual expenses shall be reimbursed. Receipts are required as specified herein. Gratuities paid to drivers are included in the incidental allowance, and therefore may not be claimed as separate expenses.

b) Governors may exceptionally rent vehicles (without drivers) for IDRC-related travel use where, in discussion with the Secretary and General Counsel, this approach is projected to be more cost effective than using taxis. Vehicle rentals will, in all cases, be from reputable rental agencies, with the standard category for rental vehicles being mid-/intermediate-size. When rental vehicles are used, claims for actual and reasonable costs of parking and fueling the vehicle are permissible.

c) Governors who opt to use private vehicles are reimbursed for the most direct, safe, and practical routing, at the established rate per kilometre as published on the IDRC corporate web site, the applicable per diem allowances, and the parking costs. Governors may claim only for distances driven on IDRC-related business outside of the National Capital Region where IDRC's head office is located. Internet-based tools such as Google Maps and MapQuest must be used for determining the most direct routes and substantiating claims. Under no circumstances will IDRC be responsible for any liability incurred as a result of the use of private vehicles by Governors.