

Travel expenses: expenses that cover costs incurred while traveling on ArcticNet business, including costs related to transportation, accommodation, and meals.

Traveler: refers to individuals identified in the application section of this Policy who are undertaking travel for ArcticNet business.

General travel principles

Respect for the traveler: travelers must be treated consistently and fairly, and are reimbursed for legitimate, necessary, and reasonable travel expenses when travel is directly connected to ArcticNet business.

Respect for public funding: when traveling on ArcticNet business, it is expected that travelers will act in a way that is consistent with their responsibilities as good stewards of public funds. They are guided by principles of appropriateness, reasonableness, transparency, and fiscal prudence.

Necessity of travel: in determining the reasonableness and necessity of travel expenses, travelers and the person authorizing the travel will consider the ways in which ArcticNet will benefit from the travel and weigh those benefits against the anticipated costs. For example, they are expected to assess the possibility of using remote meeting solutions instead of meeting in person and to ensure that the most cost-effective and efficient means of travel will be used.

Accommodation in travel: where a traveler with a disability incurs additional expenses related to the accommodation of that disability, ArcticNet will reimburse these expenses provided they are reasonable and pre-authorized.

Annual travel plan

As part of the annual budget-setting exercise, ArcticNet develops an annual travel plan, through which it identifies, to the best of its ability, any expected travel for the following year. This plan will include plans for any Board, staff, or committee travel that is known at the time. It will consider alternatives to travel such as virtual meetings.

The following information is included in the travel plan:

- dates and purpose of proposed travel;
- details of travel arrangements (mode of transportation and category, type of accommodation, etc.); and
- estimated costs of travel.

The travel plan is reviewed by ArcticNet's Finance and Audit Committee as part of the budget-setting exercise. It is approved by the ArcticNet Board as part of the annual budget. Once approved, no further pre-approval will be required to undertake the travel that is outlined within the plan unless the proposed costs have escalated beyond a reasonable level.

Pre-approval of travel that is not identified within the annual travel plan

Plans for travel that is not identified within the annual travel plan must be pre-approved. Before booking travel arrangements, a potential traveler must send a pre-approval request to their immediate supervisor by email that includes the following information:

- dates and purpose of the trip;
- details of travel arrangements (mode of transportation and category, type of accommodation, etc.); and
- estimated costs of travel.

Process for pre-approval of travel

The process for submitting a travel approval request is:

- 1) the traveler submits a request to their immediate supervisor;
- 2) the immediate supervisor reviews the request for pre-approval of travel to confirm the validity of the travel and then approves and submits it to the FAM or their delegate;
- 3) the FAM or their delegate reviews the request to determine whether the amount is an eligible or ineligible expense as per the requirements of any funding programs (e.g., Strategic Science Fund) to which it may apply and to confirm that the request is feasible within ArcticNet's budget (ineligible expenses can be paid using other ArcticNet funds that are set aside for such purposes); and
- 4) the FAM or their delegate forwards the request to the appropriate individual based on the authority levels provided below.

Authority levels for pre-approval of travel

The FAM or their delegate coordinates and submits the request for pre-approval of travel, subject to the following expense and signatory limits:

- up to \$2,000 shall be approved by the FAM;
- \$2,001 and beyond shall be approved by the ED / CEO;
- the Board Chair pre-approves travel that is undertaken by the ED / CEO;
- the ED / CEO pre-approves travel that is undertaken by members of any operational committees; and
- the Board Chair pre-approves travel that is undertaken by Board members that is outside of regular Board travel and the Vice-Chair pre-approves travel that is undertaken by the Board Chair that is outside of regular Board travel.

Transportation

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

Air travel

- The standard for air travel is economy class; medical exceptions may be permitted with a valid medical certificate.
- Travelers must use the lowest logical economy class fare, unless justified by other services offered (cancellation policies, flexibility with date changes, etc.) and bookings should be made in advance as much as possible.
- Where available, business/executive class air travel shall be authorized where continuous air travel exceeds nine hours. Continuous air travel starts at the scheduled flight departure time and ends with the arrival at the destination terminal, or with an overnight stop or layover equivalent to an overnight stop.

Rail travel

- The standard for rail travel is the next highest class after the full economy class (i.e., “Business” on ViaRail).
- All travel by rail outside Canada must be in economy class unless impractical, unavailable, or in cases in which continuous rail travel exceeds nine hours. Continuous rail travel starts at the scheduled train departure time and ends with the arrival at the station or with an overnight stop or layover equivalent to an overnight stop.

Rental Vehicles

- Rental vehicles may be used where this mode of travel is economical and practical.
- ArcticNet will reimburse the rental cost (including the appropriate insurance premiums) and the cost of fueling the vehicle.
- Travelers must have selected sufficient insurance coverage, and verify all coverage, terms and conditions prior to accepting a rental vehicle (N.B. ArcticNet holds insurance for the legal liability associated with damage to rental vehicles up to \$50,000).
- All vehicle rentals must be for intermediate-class vehicles, unless three or more people are travelling together or additional space is required to transport materials or other physical items (e.g., furniture or banners for booths at trade shows).
- Travelers must return rental vehicles on time and refuel them as per the vehicle rental policy agreement. ArcticNet does not reimburse travelers for additional hourly costs, unless there was an unavoidable delay due to factors such as bad traffic, poor weather or meeting overruns, or for rental company refueling charges, except in situations where the failure to refuel was due to circumstances beyond the traveler’s control.
- ArcticNet does not reimburse travelers for fines or parking violations incurred while using a rental vehicle for business travel.
- Additional costs associated with the provision of winter tires on rental vehicles shall be reimbursed.
- When travelling outside Canada, travelers should ensure additional coverage is obtained, where required. In such circumstances, premiums for additional coverage will be reimbursed.
- Travelers shall not be reimbursed for personal accident insurance coverage premiums unless they require the insurance because they do not otherwise have coverage and it has been pre-approved by their immediate supervisor.

Personal vehicles

- A traveler’s privately owned vehicle may be used where this mode of travel is economical or practical.
- If the mileage to be reimbursed would significantly exceed the typical cost of air / rail / rental vehicle / taxi fare to the same location, the cost associated to the less expensive mode of transportation will be the amount reimbursed. An exception to this would be in the case where several employees travel in the same car thus saving the extra rail ticket(s).
- ArcticNet reimburses the use of personal vehicles for business purposes at 70 cents per kilometer throughout Canada with exception to NU, NWT and YT where the rate is 47 cents per kilometer. This mileage allowance covers all vehicle costs (e.g. gasoline, repairs, insurance, etc.) other than parking and tolls.
- A flat rate for round trips between Quebec City and Montreal applies for \$250.
- A flat rate for round trips between Ottawa and Montreal applies for \$225.
- A flat rate for round trips between Ottawa and Quebec City applies for \$475.
- Travelers are responsible for insurance and any claims or income tax implications that may arise as a result of using their own vehicles for business purposes.

- ArcticNet does not reimburse travelers for fines or parking violations incurred while using a personal vehicle for business travel.
- Travelers shall use the most direct, safe, and practical road routes and shall claim only for distances necessarily driven on ArcticNet travel.
- Travelers who intend to carry passengers are advised to confirm with their insurance agent that they are adequately insured.

Expenses for rental and personal vehicles

Expenses	Rental vehicles	Personal vehicles
Reimbursed rate	Total rental cost and fuel	70 cents in all Canadian provinces; 74 cents in NU, NWT & YK
Parking fees, highway tolls, ferries	Fully reimbursable when necessary and reasonable	Fully reimbursable when necessary and reasonable
Fines or parking violations	Not reimbursable	Not reimbursable

Taxi or ridesharing services

- ArcticNet reimburses the cost of taxis or ridesharing services (including a tip) to and from places in connection with business activities.
- Travelers must provide vendor receipts for all transportation expenses. The receipts must include the date, origin, destination, and the amount paid.
- Travelers are only reimbursed for expenses from licensed taxi companies or ridesharing services.

Loyalty programs

Provided that there are no additional costs to ArcticNet, travelers can join loyalty programs and retain benefits offered by the travel industry for business or personal use.

Accommodation

Commercial accommodation

- Travelers are expected to stay where ArcticNet has negotiated a block of rooms when applicable. Exceptions can be authorized ahead of time; however, reimbursement will not exceed the amount of the negotiated rate except in extraordinary circumstances.
- ArcticNet will reimburse a maximum of two nights for meetings lasting a single day and a maximum of three nights for 2-day meetings.
- ArcticNet reimburses travelers for the actual and reasonable expenses for commercial accommodation while travelling on ArcticNet business.
- Travelers must reserve a single, standard room with a private bath/and or shower in a safe environment, conveniently located and comfortably equipped.
- ArcticNet does not reimburse travelers for "no show" charges, except in extraordinary circumstances.

Non-commercial accommodation

- Although travelers generally stay in commercial accommodation, they have the option to make arrangements for private, non-commercial accommodation (e.g., lodging with friends or family). In these instances, travelers are entitled to claim
- \$50.00 CAD per night.

Meals

A meal allowance shall not be paid to a traveler with respect to a meal that is provided. Where a traveler has incurred out-of-pocket expenses to supplement meals provided, the actual incurred costs, excluding costs for alcohol, shall be reimbursed, based on receipts, up to the applicable meal allowance.

Where a traveller incurs meal costs that are higher than the established meal allowances in situations outside the traveller's control, the actual and reasonable expenses incurred shall be reimbursed, based on receipts.

ArcticNet pays travelers a meal allowance (“per diem”) for each breakfast, lunch and dinner (as applicable) if the meal is not provided by any other service provider (lodging, transportation, event/conference, etc.) or there is a reasonable reason why the traveler is unable or opted to not take advantage of the provided meal, including a working lunch or dinner, urgent and unexpected work obligations that keep them from attending an event or being available at the time the meal is available.

ArcticNet pays travelers an incidental allowance for each day they are travelling where the trip includes at least one overnight stay.

ArcticNet reimburses the meal and incidental allowances at a standard rate for travel within Canada and the United States as per [Appendix C](#) of the NJCTD or, for travel in other countries, it refers to [Appendix D](#) of the NJCTD.

When a traveler travels between locations in different countries on the same day, the incidental expense allowance paid shall be that for the location where the day commences.

Travelers are not required to provide receipts for per meal and incidental allowances.

Where no meal allowance has been established in a given country, or where sudden changes in currency exchange rates or high inflationary trends may invalidate the specified meal allowance, actual and reasonable expenses (based on receipts) shall be reimbursed.

Other expenses

Reimbursable travel expenses

ArcticNet reimburses the following expenses, provided they are necessary and reasonable:

- parking fees, highway tolls, ferry fees;
- telephone costs for travel outside of Canada, however, travelers must ensure that they have an appropriate cellular phone and data plan for their location and minimize data usages; and
- internet fees while on travel at a hotel (if not included in the price) or other locations from which business is being conducted.

Non-reimbursable travel expenses

ArcticNet does not reimburse the following expenses:

- alcoholic beverages are not admissible with the exception of hospitality or business meeting meals that can be covered by non-SSF funds;
- valet parking;
- costs for passport issuance, unless it is for urgent and required travel;
- costs for drivers' license;
- in-flight movies and refreshments;

- hotel room movies and mini-bar service;
- personal articles (i.e. toiletries, magazines, etc.);
- laundry service; and
- credit card fees for cash advances when using a personal credit card.

Special circumstances

Personal travel

ArcticNet does not reimburse travel expenses for a spouse, partner, or family member who accompanies a traveler on business travel.

ArcticNet does not reimburse any costs associated with personal travel.

Travelers are permitted to combine business and personal travel on the same trip provided there is no additional cost to ArcticNet. The intent to combine business and personal travel should be indicated in the travel pre-approval request.

ArcticNet is not liable for any incidents or injuries while travelers are on the personal portion of their travel.

Death while in travel status

If an employee dies while in travel status, the employer shall authorize the payment of necessary expenses that are additional to those which might have been incurred had the death occurred in the headquarters area. Reimbursement of costs incurred shall be reduced by any amount payable under some other authority. Expenses payable are:

- at the place where death occurred: ambulance, hearse, embalming/cremation, outside crate/container (but not the cost of a coffin/urn) and any other services or items required by local health laws; and
- transportation of the remains to the headquarters area or, if desired by the survivors, to another location, up to the cost of transportation to the headquarters area. Costs for an escort over and above the costs included in transporting the remains are payable only when an escort is required by law.

Where the remains are not transported, travel for next-of-kin or a representative of the family to the place of burial shall be reimbursed as though that person were an employee.

Emergencies, illnesses, and injuries while in travel status

Payment for the use of a suitable conveyance, such as an ambulance or taxi, shall be authorized when an employee becomes ill or is injured when, in the opinion of the employer, the employee, or the attending medical practitioner, the nature of the illness or injury requires that the employee be transported to a medical treatment facility, the workplace, the travel-related accommodation, or home.

An employee shall be reimbursed the necessary expenses incurred as a result of illness or accident occurring while in travel status, to the extent that the employer is satisfied the expenses were additional to those that might have been incurred had the employee not been absent from home, and which were not otherwise payable to the employee under an insurance policy or other authority.

An employee who becomes ill or is injured while outside Canada shall, where practical, be provided with a justifiable, accountable advance when incurring sizeable medical expenses. Such advances would subsequently be repaid to the employer under the employee's private insurance plans or other authority.

When, in the opinion of the attending physician, an employee's condition resulting from illness or injury warrants the presence of the next-of-kin or a representative of the family, actual and reasonable travel expenses may be reimbursed, as if that person were an employee.

An employee may be authorized to return earlier than scheduled as a result of personal illness or accident, or in the event of emergency situations at home (e.g. serious illness in the opinion of a physician, fire, flood, ice storm).

When a trip home for reasons specified in this section is not warranted, actual and reasonable expenses incurred for long-distance telephone calls home shall be reimbursed.

Reimbursement

Timing of expense claims

Travelers should submit their expense claim within 10 business days of completing the business travel.

Submission of expense claim

All claims must be substantiated by the:

- reason for the trip;
- original vendor receipts for each item claimed (except meal and incidental allowances and mileage);
- number of kilometers driven during the trip, if using a personal vehicle; and
- confirmation of pre-approval of travel.

In addition, when travel for business and personal reasons are combined, the traveler must include a summary of the calculations for the expenses related to the business portion of their trip to support the amounts paid by ArcticNet and the traveler.

The process for submitting a pre-approved travel claim is:

1. the individual submits the claim to their immediate supervisor;
2. the immediate supervisor reviews the claim to confirm that the information required for substantiation has been provided and then approves and submits it to the FAM or their delegate for reimbursement;
3. the CEO / ED submits their claim to the FAM to confirm that the information required for substantiation has been provided and then the FAM submits the claim to the Board Chair for final approval;
4. operational committee members submit their claim to the FAM to confirm that the information for substantiation has been provided, and the FAM submits the claim to the ED / CEO for final approval (the ED / CEO may delegate this responsibility to the FAM);
5. Board members submit their claim to the FAM to confirm that the information required for substantiation has been provided and then the FAM submits the claim to the Board Chair for final approval; and
6. the Board Chair submits their claim to the FAM to confirm that the information required for substantiation has been provided and then the FAM submits the claim to the Vice-Chair for final approval.

Reimbursement for claims that are above the amount that was pre-approved require approval by an individual who holds a position above that of the immediate supervisor. In the case of a travel claim from the Board Chair, the Vice-Chair is responsible for its approval.

Amendment: The Board may amend this policy.	Last Review:
Approval In Principle Date: March 11, 2025.	Last Revision: