



AGE-WELL Travel and Hospitality Policy

I. Scope and Purpose

This policy applies to all **staff, governance members, and network representatives** who incur expenses related to authorized business activities for AGE-WELL. The policy's purpose is to ensure fair treatment and provide for the reimbursement of reasonable and necessary expenses (including travel, accommodation, meals) incurred while traveling on business. Network events may use their own travel and hospitality guidelines where complementary or more restrictive eligible expenses are appropriate. The AGE-WELL Travel and Hospitality Policy is in accordance with the principles of the [Modern Travel Practices of the National Joint Council Travel Directive](#) and the [Treasury Board Directive on Travel, Hospitality, Conference and Event Expenditures \(THCEE\)](#).

II. Travel Approval and Booking

All travel expenses must be pre-approved and authorized in writing by Network Management Office (NMO) Operations following established procedures. Where virtual participation opportunities exist, traveller's must provide a rationale for travel.

- **Booking Travel:** Authorized network members may book approved travel directly through AGE-WELL's travel partner, **Egencia** wherever possible. This facilitates centralized billing and direct approval of costs.
- **Alternative Booking Reimbursement:** If travel expenses are not able to be booked through Egencia, reimbursement must be sought using an **AGE-WELL Expense Reimbursement Form**.
- **Travel Arrangements:** Arrangements should balance the traveler's needs and preferences with the organization's operational requirements, following consultation between the traveler/representative and their manager or NMO designate.
- **Economical Travel:** Travelers must choose the most economical and direct form of transportation while traveling for network business. If a claimant can't achieve both time and cost savings, they must choose the option that best meets the needs of AGE-WELL.

III. Eligible Expenses

A. Transportation

Air and ground travel (including airline tickets, parking, train tickets, car rentals, taxi/local fares, mileage, and tolls) are eligible for reimbursement. Approval for travel coverage will be granted for the minimal amount of travel necessary to support the relevant business activity.



Transportation Detail	Policy Guideline
Reimbursable Expenses	Actual expenses associated with the selected mode of transport, including: seat selection, necessary luggage fees, travel cancellation/change fees (with business reason), airport improvement/departure taxes, and mandatory service charges/fees (e.g., tolls) where travel for business is required. Travel expenses to attend regular work meetings and functions in a remote hybrid work environment are not eligible under this policy except where permitted under by funding source.
Personal Vehicles	Reimbursement is no more than \$0.55 per kilometre (subject to change). The vehicle must have the minimum basic insurance coverage (Public Liability and Property Damage) required by the province/territory of registration. Premiums for additional basic coverage or lowering deductibles are <u>not reimbursable</u> . Supplementary Business Insurance premiums required for the travel period may be reimbursed. AGE-WELL assumes no financial responsibility for privately owned vehicles.
Driving Limits	For safe driving, employees are not normally expected to drive more than: 250 km after a full day of work; 350 km after a half day of work; or 500 km on a day when no work was performed.
Rental Vehicles	Rental of a compact or midsized car is recommended. Collision Damage Waiver (CDW) coverage for the entire rental period is required. Premiums for additional required coverage outside Canada will be reimbursed. If upgrading to a larger vehicle, the reason must be documented and signed off by the authorizing individual.
Other Modes	Other safe, economical, and practical modes of transportation (not normally used on roadways) may be authorized. Reimbursement is at the applicable kilometric rate based on direct road distances or for actual/reasonable distances traveled if road distances are unavailable.

B. Accommodation

Claimants are expected to use standard accommodation (single room with bath) unless the nature of the trip requires otherwise.

- AGE-WELL will not reimburse charges such as entertainment, mini-bar, special facilities, or expenses for family members traveling with the claimant.
- The claimant is responsible for obtaining a detailed hotel invoice (including an itemized room service receipt, if applicable) as proof of stay before checking out, and it must be attached to the expense report.
- Reimbursement for overnight accommodation within an employee's headquarters area shall not normally be authorized.



C. Meal Allowance

Meals may be reimbursed when claimants are traveling on business.

- If meals are provided at the organized event, no meal claim may be made.
- Per Diem Rates (Maximum) are permissible where meals are not provided:
 - Travel within Canada: \$70.00 (Canadian dollars) per day.
 - Travel outside Canada: \$90.00 (Canadian dollars) per day.
- Receipts are required to support the meal allowance claimed.
- A description of the meeting and participants is required for reimbursement.
- The purchase of alcoholic beverages will not be reimbursed.

IV. Procedure and Documentation

A. Documentation Requirements

Reimbursement will only be processed for expenses supported by valid receipts.

- Receipts: Required for expenses in excess of \$12. Where a receipt is unavailable, a Missing Receipt Affidavit will suffice.
- **Required Documents:**
 - Completed expense reimbursement form.
 - Receipts or invoices, numbered as per the form, showing the date and amount paid by the traveler.
 - If incurred in foreign currency, receipts must indicate the currency (may be annotated by the traveler).
 - Currency conversions (at the time of the charge), if applicable.
 - Proof of pre-approval, if required.

B. Reimbursement Procedure

1. **Step 1: Pre-Approval** Seek and document written approval for all anticipated expenses from the NMO operations team (operations@agewell-nce.ca). The authorization request must identify the following elements
 - Objective and purpose of travel
 - Funding source to be used
 - Mode of transportation (estimated cost and rationale)
 - Accommodations (estimated cost and rationale)
 - Meals (those covered by event or expected)
 - Incidentals and other costs (estimated cost based on this policy)
2. **Step 2: Expense Submission:** Complete the expense reimbursement form accurately and submit it, with all receipts attached, to the AGE-WELL Administration and Operations Coordinator. Claims should be submitted **within 60 days of incurring the expense.**
3. **Step 3: Review and Approval:** The Administration and Operations Coordinator reviews the submission for compliance with AGE-WELL's policies.
4. **Step 4: Payment:** Approved reimbursements will be processed via direct deposit within 30 days of approval.

AGE-WELL reserves the right to deny reimbursement for non-compliant or unauthorized expenses. Expenses incurred due to misunderstandings or errors will be evaluated individually.