

**Travel And Related Services** **FP-12**

**POLICY** All travel and related services undertaken on behalf of the IPC can be arranged through the IPC's travel agency of record. This includes all air, rail, bus, car rental, and accommodation.

Employees travelling on IPC business are reminded that government funds are being used, and that the most practical and economical arrangements for accommodation and travel will be made.

**REQUIREMENTS** All travel and accommodation arrangements shall be made by the employee travelling in accordance with the Travel Principles outlined in Exhibit A.

Individual managers have the option of assigning their units IPC travel booking to one of their staff, if this is done the same general principles must be followed.

Staff travelling outside of continental North America may fly business class. All other air travel shall be by economy class. Employees should arrange for additional medical insurance if travelling outside Canada.

When travel is by air or rail, staff must provide their ticket stubs to the Finance & Procurement Co-ordinator on their return to the office, together with Statement of Travelling Expenses Form.

To substantiate a claim for reimbursement of expenses, staff must attach receipts to their claim. Hotel receipts must be itemized. Credit card receipts are not acceptable. Reimbursement may be denied where receipts are not submitted.

Where an employee has been issued a corporate American Express card, any business expenses paid by credit card should be charged to the corporate American Express card and not to a personal credit card.

**PROCEDURES**      **Request For Travel And Related Services**

**Staff**                      As soon as you know you will need to travel contactÂ Compass Rose Travel at (416) 482-8610 the IPC travel Agency to arrange hotel, air, rail, car or bus requirements.

Note that a minimum of ten working days is required to arrange for a travel advance which staff arrange with the Finance and Procurement Co-ordinator (refer to Policy FP-10 Travel Advance).

**Claim For Expenses**

Within one month of return from a trip, complete Statement of Travelling Expenses form (refer to Policy FP-11, Travel Expenses) and forward it to the department head for review. Full documentation must be attached to the claim, together with ticket/rail stub, where applicable. Credit card slips are not acceptable.

**Supervisor**                      Review the completed Statement of Travelling Expenses form to ensure that expenses were appropriate. Initial the claim form and forward it to Finance and Procurement Co-ordinator for processing.

**Finance and Procurement Co-ordinator**                      Process travel expense claim and check form for accuracy and required signature/initials.

**Director, Corporate Services**                      Authorize travel expense claims for all employees with exception of Commissioner, Director of Corporate Services and Assistant Commissioner.

**Finance and Procurement Co-ordinator**                      Forward completed travel expense claim with original receipts to Finance Branch for payment.

**Employee**      **Outside Organization Paying For Registration**  
Make arrangements with the outside organization, ensuring that no costs are paid by the IPC. Ensure that the outside organization will either pay the vendor directly or arrange to reimburse the employee directly.

**Employee**      **Outside Organization Paying For Travel and/or Accommodation**  
Make arrangements through the IPC's travel agency of record, and arranging for delivery of travel ticket, as usual, to the IPC offices.

Responsible for ensuring vendor receives payment, and for making arrangements for reimbursement from outside organization.

**Upgrade To Another Class Of Rail/Air Travel**

If an outside organization is paying for the upgrade, arrange for the organization to pay the upgrade cost directly to the vendor, or reimburse the employee directly. Pay vendor directly if you make the choice to upgrade to another class of travel.

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**EXHIBIT A**

**TRAVEL PRINCIPLES**

As a public agency, the IPC is required to utilize funds in an economical and effective manner. To this end, the employees who arrange travel and related services should follow Travel Principles when making arrangements. If you wish to vary from these principles, you will be asked to provide written justification for the approval of the Director of Corporate Services.

1. All travel can be arranged through the IPC travel agent, Compass Rose Travel, 477 Mount Pleasant Rd., Suite 105, Toronto, ON M4S 2L9, Phone: (416) 482 8610 Fax:(416) 482 6113
2. The lowest reasonable fare for airlines is to be used. For example, the IPC will consider the need to be able to cancel or rearrange flight times versus the savings that can be obtained from a discount fare.
3. The most economical mode of travel is to be used. For example, if flying costs \$300 and driving costs \$200, the IPC will fund the flight cost because we will take into account the person's time and wages.
4. The travel vendor of record is responsible for arranging travel and related services to make all hotel bookings Government rates are to be requested unless our travel vendor of record can provide other corporate hotel rates which are lower.
5. Only the single hotel room rate will be funded.
6. Extra days (i.e. weekends) at a hotel will not be funded unless staying a Saturday night resulted in a significant cost saving on the air fare. Although not mandatory, employees should inquire about savings on the air fare if staying a Saturday night.
7. Requests for day rooms must have written justification and approval from Director of Corporate Services.
8. The IPC Travel Agent books car rentals for out-of-town rentals. Personal cars can also be used if it is more practical and economical.
9. If a car rental is requested for another city (versus taking taxis), justification must be provided.
10. Economy class will be chosen for air travel in North America while Business air travel is allowed for trips outside North America. Business class is allowed on the train (VIA, etc.) because it includes: "confirmed and assigned" seating, meals, snacks, drinks, priority boarding and is overall more comfortable for the longer train trips. The price differential is under double for this class of train trip.

11. In situations where an outside organization agrees to pay the costs associated with a trip (i.e. travel and/or accommodation and/or registration fees), the trip is not considered an IPC-sponsored trip. The Employee will make all travel arrangements, registration and registration fees, including payment arrangements, directly with the outside organization. The Employee is responsible for ensuring the vendor receives payment, and for obtaining reimbursement from outside organization. In these situations, no costs will be processed through the IPC.
12. In situations where some of the costs will be paid for by the IPC and some by an outside organization or by the individual personally, the staff member shall obtain prior authorization from the Director of Corporate Services before proceeding to make arrangements through the IPC.
13. The IPC will not pay for the cost of any upgrades to another class. In situations where a staff member requests an upgrade to another class of travel, and the extra cost is to be picked up either by the staff member personally or by an outside organization, the staff member will be responsible for ensuring that the extra cost is paid directly to the appropriate vendor. In these situations, the cost of the upgrade, even initially, will not be processed through the IPC.
14. When travelling outside Canada ensure you have adequate health insurance coverage.