



POLICY

TRAVEL AND HOSPITALITY (EXTERNAL)

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1. Context

Our Contribution Agreement with ISED mandates that the Alliance adheres to the National Joint Council Travel Directive (NJCTD) and the Treasury Board Directive on Travel, Hospitality, Conference, and Event Expenditures (TBDTHCEE). These compliance requirements also apply to the recipients of our funding.

The NJCTD outlines rules and reimbursement rates applicable across the public service. You can access the full directive [here](#).

The TBDTHCEE can be found [here](#).

This policy is designed to align with both directives. Where the policy does not cover certain situations, the two primary sources will determine eligibility.

2. Application

The Alliance's Corporate Services department is responsible for administering this policy.

This policy applies to any organization funded by the Alliance, where travel is included within the project's scope and budget. Funded organizations are responsible for understanding and applying the policy when incurring expenses and reporting them to the Alliance.

3. Business travel

3.1. Definitions

Business travel: Travel required for project business outside the normal and usual location, covering transportation, accommodation, meals, and other expenses.

Traveller: The individual undertaking travel for project business.

3.2. Objectives

Travellers must be treated consistently and fairly, and reimbursed for legitimate, necessary, and reasonable travel expenses directly connected to project business.

Good business practices must be applied to avoid or minimize travel and travel costs. For example, using remote meeting solutions, ensuring the most economical and logical means of travel, and having the appropriate number of attendees.

3.3. Before travelling

A key principle in the NJCTD is the **pre-approval of travel, documented in writing**. This ensures that:

- Travel is justified.
- Travel arrangements are consistent with the policy.

Before booking travel arrangements, a traveller must send a pre-approval request to their manager with the following information:

- Dates and purpose of the trip
- Details of travel arrangements (mode of transportation and category, type of accommodation, etc.)
- Estimated costs of travel

Travel arrangements should only be booked once the request is approved. This approval must be retained as it needs to be included with the expense claim.

3.4. Transportation

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

3.4.1. Air travel

- The standard for air travel is economy class.
- Medical exceptions may be permitted with a valid medical certificate.
- Travellers must use the lowest logical economy class fare and bookings should be made in advance as much as possible.

3.4.2. Rail travel

- Travellers must use Via Rail for all domestic trips by rail. The standard for rail travel is the next highest class after the full economy class (i.e., “business class” on ViaRail).
- All travel by rail outside Canada must be in economy class unless impractical or unavailable.

3.4.3. Rental vehicles

- Rental vehicles may be used where this mode of travel is economical and practical.
- Eligible costs include the rental cost (including the appropriate insurance premiums) and the cost of fueling the vehicle.
- Travellers must have sufficient insurance coverage, and verify all coverage, terms and conditions prior to accepting a rental vehicle.
- All vehicle rentals must be for intermediate-class vehicles, unless three or more people are travelling together.
- Travellers must return rental vehicles on time and refueled as per the vehicle rental policy agreement. Additional hourly costs or unplanned refueling charges are ineligible costs.
- Fines or parking violations incurred while using a rental vehicle for business travel are ineligible costs.

3.4.4. Personal vehicles

- A traveller’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 latter should be preferred.
- The eligible cost for the use of personal vehicles for business purposes is the standard rate specified in Appendix B of the NJCTD: <https://www.njc-cnm.gc.ca/directive/d10/v238/s658/en>. This mileage allowance covers all vehicle costs (e.g., gasoline, repairs, insurance, etc.) other than parking and tolls.
- Travellers 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.
- Fines or parking violations incurred while using a personal vehicle for business travel are ineligible costs.

	Rental vehicles	Personal vehicles
Eligible costs	Total rental cost and fuel	Kilometric rate per the NJCTD
Insurance requirements	Determined by the policies and procedures of the funded organization.	Determined by the policies and procedures of the funded organization.
Parking fees, highway tolls, ferries	Eligible when necessary and reasonable	Eligible when necessary and reasonable
Fines or parking violations	Ineligible	Ineligible

3.4.5. Taxis or ridesharing services

- The cost of taxis or ridesharing services (including a tip) to and from places in connection with business activities is an eligible cost.
- Travellers must only use taxis or ridesharing services when more economical means of transportation (hotel vans, shuttles, etc.) are not available or practical.
- Travellers must provide vendor receipts for all transportation expenses. The receipts must include the date, origin, destination, and the amount paid.
- Only licensed taxi companies or licensed ridesharing services are eligible costs.

3.5. Accommodation

3.5.1. Commercial accommodation

- Actual and reasonable expenses for commercial accommodation while travelling on project business is an eligible cost.
- Travellers must reserve a standard room with a private bath.
- Vacation rental sites (e.g., Airbnb, VRBO) are not considered commercial accommodation and must not be used for business travel.
- "No show" charges are ineligible costs.

3.5.2. Non-commercial accommodation

- Although travellers 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, travellers are entitled to claim \$50.00 CAD per night.

3.6. Meals

Travellers are provided a meal allowance ("per diem") for each breakfast, lunch and dinner (as applicable) if the meal was not provided by any other service provider (lodging, transportation, event/conference, etc.).

Category	Can be claimed if condition is met
Breakfast	Travelling between 5 AM and 8 AM
Lunch	Travelling between 11 AM and 2 PM
Dinner	Travelling between 5 PM and 8 PM

Travellers are also provided an incidental allowance for each day they are on business travel where the trip includes at least one overnight stay.

The eligible costs for meal and incidental allowances are the standard rate specified in Appendix C of the NJCTD: <https://www.njc-cnm.gc.ca/directive/d10/v238/s659/en> (or Appendix D for travel outside Canada and the United States).

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

3.7. Other expenses

3.7.1. Eligible

The following expenses are eligible costs, provided they are necessary and reasonable:

- Parking fees, highway tolls, ferries
- Telephone costs for travel outside of Canada. Travellers should ensure that they have an appropriate cellular phone and data plan for their location and minimize data usages.
- Internet fees while on transportation, at a hotel (if not included in the price) or other venues used for business purposes.

3.7.2. Non-eligible

The following expenses are ineligible costs:

- Valet parking
- Costs for passport issuance
- 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
- Credit card fees for cash advances when using a personal credit card

3.8. Special circumstances

3.8.1. Spouse/partner/family member accompaniment during business travel

Travel expenses for a spouse, partner, or family member who accompanies a traveller on business travel are ineligible costs.

3.8.2. Combining business and personal travel

Any expenses associated with personal travel are ineligible costs.

3.9. Expense claims

3.9.1. Timing of expense claims

The traveller must submit an expense claim **after** business travel is completed.

3.9.2. Submission of expense claim

Expense claims must be managed through the funded organizations' expense management tool.

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 kilometres driven during the trip if using a personal vehicle
- Confirmation of pre-approval of travel

4. Hospitality

4.1. Definitions

Hospitality refers to food and beverage expenses incurred when there is gathering of individuals engaged in activities other than operational activities.

4.2. Hospitality expenses

Hospitality expenses are ineligible costs.