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## Travel and Reimbursement Policy

### 1. Purpose

As a not-for-profit corporation, GlycoNet has a duty to ensure that as much of its funds as possible are directed towards its program goals – every dollar not spent on travel is a dollar available for research. At the same time members of the Network all have wide mandates and responsibilities, and it would not be useful or prudent to require members to take the least expensive route between two points regardless of circumstance or consequence. Therefore, the overall intent of the Travel & Reimbursement Policy is to direct members to a sensible balance between cost and convenience in their travel choices.

### 2. Scope

This policy applies to all travel made by the Network office, Network members, or members of committees of the Network. Any exceptions must be pre-approved by the Executive Director or Scientific Director.

### 3. Policy

#### 3.1 Travel Arrangements (General)

- All travel for the Network must be pre-approved by the Network office.
- Where one month or greater notice of a meeting has been provided, travelers are requested to book at least 14 days in advance of the travel date to obtain the best rate possible, and re-imburement will be limited to the best available rate on that date. Where less than one month's notice of a meeting has been provided, travelers are still encouraged to book as early as possible to obtain the best rate. When travel involves a Saturday night stay, the Network will reimburse accommodation cost and per diems incurred as a result.
- Reimbursement for plane travel will be at economy class rates. Due to new categories in economy class, the Network would like to clarify the following: Air Canada Comfort and Latitude economy fares will be reimbursed at the Air Canada Flex economy fare rate. Fare comparison on the date of purchase should be provided with the expense claim for reimbursement. Similarly, Premium Economy fare could be accepted if they are cheaper than the Flex Economy fare for the same route at the same date.  
The traveler may select a specific airline or route only if that choice results in obtaining **the lowest fare** rather than on personal frequent flyer program incentives.
- Gas and mileage expenses are eligible for travel within a 200 km radius of the meeting, or for travel of more than 200 km when flights do not provide adequate transportation. Mileage will be reimbursed at the prevailing University of Alberta rate at the time of travel.

#### 3.2 Meals (General)

- The actual cost of meals per receipts (excluding alcohol), or individual or daily meal per diem may be claimed. The claimant will not be reimbursed for additional meals where otherwise provided (e.g. meals included in conference registration or cost of accommodation).
- Receipts must be itemized.
- No alcohol will be reimbursed.

### **3.3 Per Diem (General)**

- Per diem will be provided at the University of Alberta rate in force at the time of travel. Allowable Per Diem: The individual traveling may claim breakfast if departure is 7:30 am (from home) or earlier or return is 7:30 am or later (to home); lunch if departure time is 1 pm (from home) or earlier or return time is 1 pm or later; dinner if departure time is 6:30 pm (from home) or earlier or return time is 6:30 pm or later.

### **3.4 Hotel Accommodations (General)**

- Reimbursement is limited to the single occupancy rate for standard accommodations, or whatever class of accommodation is the least expensive.
- Accommodation for one night before and after an event is acceptable if airfare savings can be demonstrated. Where applicable, accommodation dates should coincide with those on the air ticket.
- Please note whether phone or internet charges were for personal or business use.
- Charges for movies, laundry, and mini-bars will not be reimbursed.

### **3.5 Vehicle Rental**

- Vehicle rental is to be limited to a compact, mid-size or full-size vehicle, depending on justifiable need and the prudent expenditure of GlycoNet funds. For example, several cab rides could be more economical than a car rental and parking. Reimbursable expenses include the rental fee, the kilometer/mileage charge by the rental agency, fuel charges and insurance coverage, when applicable.
- It is the responsibility of the traveler to ensure that they have the appropriate license to drive a vehicle while on GlycoNet business and to ensure that adequate insurance is in place for all drivers of the vehicle.

## **4. Procedures**

### **4.1 Submitting Expenses**

- Expenses should be submitted to the GlycoNet Administrative Office for evaluation.

### **4.2 Receipts**

- Original itemized receipts must be attached for all expenses. If expenses are being shared with another institution or original receipts cannot be provided for some other reason, please provide a letter of explanation. Credit card bills are not acceptable.
- Proof of payment must be provided for travel. Boarding passes are not required when one or all of the following are submitted with the original air travel ticket: receipts showing the breakdown of itinerary and costs, taxi receipts (where applicable), hotel receipts and certificate of conference attendance.
- A Google Map must be provided if claiming mileage.
- Taxi receipts, must include the destination and point of origin.
- The following details must be provided on all receipts:
  - Name of guest
  - Date
  - Taxes
  - Location
  - Details of the meeting

## **5. Monitoring**

The Finance & Audit Committee will review this policy annually and will report to the Board of Directors including any recommendations for changes or revisions, for consideration by the Board at the meeting preceding the Annual General Meeting.

## **6. History**

- Revised by the Board on June 3, 2015.
- Revised and approved by the Board on October 31, 2017.
- Revised and approved by the Board on March 3, 2020.