Purpose
This document establishes policies and procedures, as mandated by the Networks of Centres of Excellence (NCE), for Cardiovascular Network of Canada (CANet or the Network) investigators, committee members, invitees, employees, and consultants (the traveller) to follow when incurring business travel and/or entertainment expenses on the Network's behalf.

Objectives
• To provide a clear and consistent understanding of policies and procedures for business travel and entertainment.
• Provide travellers on Network business with a reasonable level of service and comfort at the lowest possible cost.
• Maximize CANet’s ability to negotiate discounted rates with preferred suppliers for the purpose of reducing overall Network travel expenses.

Scope
This travel policy applies to those attending the EKE Symposium (Montreal 2023).

Sources
https://www.njc-cnmc.gc.ca/directive/en
Responsibility and Enforcement
The traveller is responsible for complying with the Travel Expense Reimbursement policy. CANet will approve and process all business travel and entertainment expense requests that comply with the policy. The Network’s Scientific Director/CEO and Managing Director may make exceptions to this policy at their discretion. The traveller is encouraged to submit reimbursement claims within 15 working days and not later than 2 months from completion of the trip. After that date, the CANet traveller will be eligible for a maximum of 50% of the eligible expenses claimed. Reimbursements submitted for approval will be reviewed against the policy by the Director, Finance of CANet and approved by the Managing Director and may be rejected if the expenses are not consistent with eligible expenses or exceed eligible limits for reimbursement of the CANet policy. Travellers will be informed in writing by CANet office of any changes to reimbursement.

Lost or Damaged Documentation
If itemized receipts for major costs are lost or illegible, an attestation form (provided by CANet) must be requested and signed by the traveller and approved by the Managing Director before the claim is considered for reimbursement.

Travel Expense Reimbursement Policy questions
Questions regarding this policy should be directed to Director, Finance at finance@canetinc.ca or 519-661-2111 ext. 86359.

Travel Expense Authorization
Authorization to incur travel expenses comes from the Scientific Director/CEO and/or the Managing Director, through acceptance of abstracts, or through special invitation.
Travel Arrangements

Travel arrangements are to be made by the traveller in compliance with the Network’s travel reimbursement policy. Recommendations and assistance can be provided by CANet, if requested. If there is any uncertainty regarding eligibility of travel expense, it is advised to contact CANet before incurring any personal costs.

Emergency/En-Route Changes

In the event of an emergency or itinerary change during travel, the traveller should contact CANet for guidance and approval, when safe to do so.

Passports and Visas

The traveller is responsible for carrying valid travel documents for the duration of the planned trip. Travellers must carry a valid passport, birth certificate and any necessary visas whenever traveling internationally (including the continental USA).

Partner/Caregiver Travel

CANet will not reimburse travel, accommodation or entertainment expenses incurred by a partner of caregiver accompanying the traveller unless the person accompanying the traveller is also traveling on CANet business or special permission has been received by the Managing Director or Scientific Director/CEO.

Non-Business Related Travel Time

Additional non-business related days should be considered as the traveller’s personal allotted holiday/vacation. Expenses incurred during these personal, non-business-related days will be at the expense of the traveller. You will receive specific instructions regarding days of accommodation covered based on your purpose of attending and travel requirements.
Air Travel

Making Air Travel Reservations

Travellers are expected to book economy airfare when booking air travel; this means Air Canada Flex fare or lower (Basic or Standard), or equivalent from another airline. Business-class domestic air travel is not allowed. Fees for seat selection will not be covered. CANet will not reimburse travellers for personal items lost or damaged while travelling on business, nor will CANet replace lost or damaged personal items. The traveller must address any such claims with the responsible airline. CANet does not reimburse individuals who choose to use personal frequent flyer miles. Trip cancellation insurance will not be purchased unless the traveller has a real possibility of cancellation due to medical or personal (vulnerable family situation) reasons. CANet will only pay baggage fees if the first bag is NOT free; otherwise, this is not covered by CANet as part of the flight costs. Fees for special items are not eligible.

Travellers must make travel arrangements well in advance whenever possible for all business travel. Air travel reservations must be made at least 15 business days in advance. Travellers booking flights which do not comply with the policy will be reimbursed at the value of the lowest cost economy/coach class carrier with guaranteed seating fare available 15 business days prior to travel. CANet does not cover airfare change fees or any other travel or accommodation change fees or resulting additional costs over and above the original ticketing, booking or travel arrangement costs unless prior permission from CANet is received.

Travellers are encouraged to be flexible in planning the travel itinerary to reduce costs to a reasonable amount. The following parameters represent reasonable limits that should be considered:

- **Travel stops**: Routing requires no more than one additional interim stop each way. Wherever possible, preference for direct flights will be arranged for patient participants.
- **Travel time**: Routing does not increase the one-way total elapsed trip time (origin to destination) by more than 2 hours.
- **Time window**: Departure should be no more than three (3) hours before or after requested time. Arrival should never be later than the requested arrival time at final destination.
• **Limit**: Savings must be at least the equivalent of CAD $100 each way or CAD $200 per trip to offset schedule inconvenience.

No preference will be allowed with respect to carrier or travel awards program. Should the traveller request a preferred carrier, the traveller will be responsible for the incremental cost (if >$200 CAD) of the flight.

**Unused/Voided Airline Tickets**
The traveller must inform CANet of any unused/voided electronic tickets. The traveller is responsible for the timely requesting of refunds. If the traveller receives a credit due to unused/voided tickets, CANet will not reimburse those expenses.

**Lost or Stolen Airline Tickets**
Immediately upon discovery of a lost/stolen ticket, the traveller must notify CANet as well as the airline representative and await instructions.

**All Travel Payment Procedures**
All approved travel for Network business will be paid for by CANet. If the traveller elects to travel in a class beyond what this policy provides for, then the traveller will pay the incremental cost out of pocket.
Other Transportation

Reimbursement for Personal Car Usage

The use of a private vehicle is allowed if it is more practical and/or economical than airplane or train. In addition to the mileage rate, charges for toll-roads, ferries, bridges, tunnels and parking may be claimed. Travellers are advised that the Network assumes no additional financial responsibility. Travellers should carry adequate insurance and are further advised that, in the event of an accident, the Network assumes no financial responsibility for the deductible amounts related to comprehensive or collision coverage.

In the interests of safe driving, travellers shall not be expected to drive more than:

- 250 kilometres after having worked a full day;
- 350 kilometres after having worked one-half day;
- 500 kilometres on any day when the traveller has not worked.

The maximum for all expenses while travelling by car, including accommodation and meals, must not exceed the equivalent of economy class air travel plus normal ground transportation costs. Travellers choosing to travel by car when other modes of travel are more economical will be reimbursed the equivalent of the least expensive mode of travel. The driver can provide Google Maps directions to prove distance driven on mileage claims and will be reimbursed at the current NJC rates linked above. Fuel costs are inclusive of this rate. Names of passengers must be shown on the claim. Passengers may not claim a mileage allowance.

Rail/Bus

Original ticket stub or equivalent, including detailed cost information is required. Traveller must book the most economical rate.
Taxi and Airport Limousines
Taxi fares are allowable expenses. The original receipt is required. At no time should a car/driver (cab or limousine) be asked to wait for a CANet traveller for the duration of a meeting. Car waiting fees will not be reimbursed.

Ground Transportation to and From Terminals
The most economical mode of transportation should be used to and from airports, bus and rail terminals. Travellers traveling to the same location should share ground transportation whenever possible. The traveller is expected to select the most economical opportunity for parking, in or around a transportation terminal. The use of public transport (bus, airport shuttle) between airports and hotels is strongly advised.

Rental Car
If a rental car is required, please contact CANet for preapproval.

Lodging
Making Hotel Reservations
CANet will reimburse accommodation starting no sooner than the night before the CANet-related business and no longer than the night after the CANet-related business. If the traveller fails to attend an event, deems any arranged accommodations to be unsuitable without appropriate cause, or fails to cancel pre-booked accommodations (including pre-booked accommodations that have been arranged by CANet on the traveller’s behalf at least 48 hours in advance), the expenses incurred will be deemed personal expense. In the case of CANet booked accommodations, the traveller is required to reimburse CANet for expenses incurred. Parking at the hotel or surrounding area should be arranged at the most economical rate. Valet parking is not eligible.

Room Guarantee
All rooms will be guaranteed for late arrival. Travellers are responsible for cancelling hotel rooms. In the case that accommodations have been arranged by CANet, the traveller must notify CANet at least
48 hours in advance of any cancellations. Travellers should request and record the cancellation number in case of billing disputes. Note that cancellation deadlines are based on the local time of the hotel.

**Meals and Entertainment**

**Personal Meal Expenses**
Actual and reasonable costs for personal meals can be reimbursed when traveling on Network business. Itemized meal receipts for each individual must be provided, and cannot be paid together on a grouped receipt. Links to the NJC rates are posted in Appendix A of this policy and are updated regularly by the NJC. Meal expenses will not be reimbursed during CANet events which include meals.

**Entertainment Expenses**
No reimbursement will be allowed for entertainment expenses unless prior authorization is obtained.

**Documentation Requirements**
Original detailed, itemized receipts must be submitted with the expense report for any individual meal or authorized entertainment expense. Debit slips or credit card/bank statements are not sufficient documentation.

**Gratuities**
Travellers are encouraged to tip for good service up to a maximum of 15% of the total. Any amount exceeding this will be at the traveller’s personal expense unless a larger gratuity is required by the service provider.
Expense Reporting

Travellers submitting a claim for reimbursement must use the Travel Expense Report provided by CANet. Only forms signed by the claimant will be reimbursed.

Documentation Requirements

Travellers must submit the following documentation along with the expense report:

- Air/Rail – flight or rail travel itinerary, and boarding passes if airfare is the only expense being claimed
- Hotel – hotel folio/receipt showing a zero balance
- Meals/Entertainment – detailed, itemized receipt (debit/credit slips are not acceptable by themselves)

Bills/receipts should be scanned to PDF format if possible and emailed along with the Travel Expense Report to finance@canetinc.ca. Receipts must include the name of the vendor, location, date and the amount paid (including taxes) with the currency indicated. Credit card and Interac receipts are not acceptable for reimbursement.

Alcohol and Cannabis

Alcohol and cannabis costs are not an eligible expense. CANet will not reimburse these costs.
Other Non-Reimbursable Expenses

Travellers will NOT be reimbursed for a number of miscellaneous expenses. These include but may not be limited to:

- Barbers and hairdressers
- Movies (including hotel in-house movies)
- Optional baggage or other forms of travel insurance that the traveller chooses to arrange for at his/her own initiative
- Parking or traffic tickets/fines
- House sitting and pet sitting costs

If you have any questions about eligible expenses or require special permissions, please get preapproval from CANet.
APPENDIX A

TRAVEL EXPENSE REIMBURSEMENT

Kilometric Rates
The rates payable in cents per kilometre for the use of privately-owned vehicles driven on authorized government business travel follow the National Joint Council travel directive, Appendix B:

Personal Meal Expense Rates
Actual and reasonable costs for personal meals can be reimbursed when traveling in Canada on Network business. Daily reimbursement limits follow the National Joint Council travel directive, Appendix C:

Personal Meal Expense Rates - International travel
Actual and reasonable costs for personal meals can be reimbursed when traveling internationally on Network business. Daily reimbursement limits follow the National Joint Council travel directive, Appendix D:

All other allowances can be found at: