

AllerGen NCE Inc. Policies & Procedures	FIN-03 - Travel Policy
Effective April 1, 2005	Review – Annually Revised and Approved: 19 June 2008 Revised and Approved: 17 June 2010

The purpose of this policy is to assist AllerGen NCE Inc. (AllerGen) participants and Institutional administrators (Business Travelers) in their interpretation of the acceptable use of AllerGen funds. Costs must contribute towards the direct costs of the specific AllerGen research programs, projects, or activities for which the funds were awarded. AllerGen funds must be used as effectively and economically as possible.

It is the policy of AllerGen NCE Inc. to reimburse its Business Travelers for reasonable and necessary expenses incurred by them in the course of carrying out their AllerGen-related responsibilities.

Business Travelers will be reimbursed for allowable business expenses as outlined in this policy. In some instances, a specialized travel policy may be designed for specific individual events, such as AllerGen’s Annual Research Conference and workshops. In such cases, the unique terms of the separate policy will prevail. Reimbursements submitted for approval will be reviewed against the policy by the Financial Officer of AllerGen and approved in writing 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 AllerGen policy.

Domestic Travel:

AIRFARE

- Airfare and all public travel, including Rail and Bus transportation, must be claimed at the lowest rate available, not to exceed full economy fare. Where one month or greater notice of a meeting has been provided, Business Travelers are required to book at least 14 days in advance of travel to obtain the best rate possible, and reimbursement will be limited to the best available rate on that date. Claims for First Class and Business Class travel will be reimbursed at the economy rate unless special circumstances so warrant and the expenditure has been approved in advance by the Managing Director of AllerGen. Financial penalties and additional costs incurred that apply to changes and cancellations of non-refundable tickets, are not reimbursed unless the change is made for AllerGen business reasons, rather than for personal reasons and has been approved in advance in writing by the Managing Director of AllerGen. Otherwise, the traveler is liable for this amount.
- Except where approved in advance by the Managing Director, AllerGen 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. Only point-to-point travel or the equivalent will be reimbursed. AllerGen will not reimburse for portions of a trip not directly associated with AllerGen business.
- Flight cancellation insurance is an allowable expense.

PERSONAL CAR MILEAGE

- Mileage when using one’s own vehicle is admissible under a 200 km radius from the destination, or over 200 km when flights do not provide adequate transportation. Mileage will be reimbursed at \$0.52/km, covering gas and wear and any tear on the vehicle. Passengers may not claim a mileage allowance. Names of passengers must be shown on the claim. AllerGen does not assume responsibility for any

damage to the automobile when used for business travel. Business Travelers should establish with their insurance agent whether it is advisable to take out supplementary business insurance for such trips.

CAR RENTALS

- Car rentals will be reimbursed when required to attend AllerGen events or meetings. Lowest economy cars should be used.

TAXI AND AIRPORT LIMOUSINES

- Taxi fares and parking fees are allowable expenses. The original receipt is required. 407 Toll charges are allowable and the original invoice must be included with the claim. At no time should a car/driver (cab or limousine) be asked to wait on an AllerGen traveler for the duration of a meeting. Car waiting fees will not be reimbursed.

ACCOMMODATION

- Accommodations will be reimbursed at actual expenses for commercial accommodations at single occupancy rates. Such accommodations should be conveniently located. The use of luxury accommodation at Network expense is not permitted. Original receipts must accompany any additional charges to the hotel bill. Charges for movies, laundry, and mini-bars will not be reimbursed. Telephone calls will not be reimbursed, unless they are for the sole purpose of preauthorized AllerGen business. AllerGen will reimburse accommodation starting no sooner than the night before the AllerGen related business and no longer than the night after the AllerGen related business, only where the meeting begins at or before 10 am and / or ends after 5 pm. Exceptions to this require pre-approval of the Managing Director.
- Private, non-commercial accommodation allowances of up to \$50.00 per day can be claimed where commercial accommodation costs were avoided for pre-approved AllerGen business travel.

MEALS

- Reimbursement for meals when traveling on AllerGen business will be limited to the maximum rates of reimbursement detailed below when supported by an original receipt. If a bill or receipt is not issued, a credit card voucher may be submitted in lieu. Meals claimed on a receipt basis must **exclude** any charges for alcoholic beverages.
- When meals are provided at the organized event, no claim for meals may be made.
- For each full day on travel status, the Business Traveler may **with receipts** claim up to a maximum of \$80/day to cover meals and incidentals such as gratuities and telephone calls. For each full day of travel status, the Business Traveler may claim:

Breakfast	\$15.00
Lunch.....	\$25.00
Dinner.....	\$40.00
Maximum reimbursement full day rate with receipts	\$80.00

- Without receipts, AllerGen Business travelers may claim *per diems* in the following amounts per meal:

Breakfast	\$10.00
Lunch.....	\$12.00
Dinner.....	\$18.00
Maximum reimbursement full day rate without receipts	\$30.00

- For travel status of less than a full day, only meals related to travel time are eligible for reimbursement

ALLERGEN SUPPORT FOR STUDENT and TRAINEE / ASNPN TRAVEL & EVENTS

- For AllerGen students and trainees and ASNPN members, accommodation reimbursement shall be at one-half the cost of the room unless otherwise specified. Students are, therefore, encouraged to book two per room to ensure all costs are covered. AllerGen Administrative Centre staff will assist in coordinating shared accommodation. Contact the Programme Coordinator if difficulties arise in securing shared accommodation.
- All students, technicians and new professionals who attend AllerGen-supported events understand and agree that if they should fail to attend all or part of the event without prior authorization of the presiding AllerGen Administrative Centre officer, the costs of all travel, accommodation and meals associated with the AllerGen event will be treated as the personal responsibility of the individual traveler and their immediate supervisor.

ALLERGEN CONFERENCE & WORKSHOP TRAVEL

- Specific point to point maximum reimbursable fares/rates for:
 - Airfare are specifically identified for the Annual Conference and certain workshops
 - Ground transportation and mode of transportation may be set for the AllerGen conference and specific workshops
 - Room rates may be designated for the AllerGen conference and specific workshops
 - All other terms and conditions of the general travel policy will otherwise pertain.

In exceptional situations, claims may be made for actual expenses for meals and incidentals, which exceed the above allowances, supported by a full explanation and listing all guests. This type of business (entertainment) expenses is limited to use by AllerGen, incurred by AllerGen Executives, Board, or RMC members strictly for the purpose of conducting specific AllerGen business and may include food, beverages, and social or recreational activities. Normally, acceptable purposes for entertaining involve AllerGen guests, visitors, or business partners. **Variations from this amount require prior approval of the AllerGen Managing Director.** Original receipts clearly indicating GST paid must accompany all Travel Expense Claims.

International Travel:

The provisions outlined here apply when a Business Traveler is required to attend an AllerGen event outside Canada or the Continental USA.

- A daily comprehensive allowance may be pre-authorized in circumstances where established allowances are neither practical, reasonable nor equitable. This must be arranged in advance of travel and approved in writing by the Managing Director.
- The standard for air travel is economy class. The lowest available airfares appropriate to particular itineraries should be sought and bookings should be made as far in advance as possible.
- Where available, business/executive class air travel may be pre-authorized where continuous air travel exceeds nine hours. Continuous air travel starts at the scheduled departure time, and ends with the arrival at destination or with an overnight stop or layover equivalent to an overnight stop. Any exceptions to using economy class where continuous travel is less than or equal to nine hours, must be pre-approved by the Managing Director, upon presentation of proper written justification.

Faxes, credit card receipts, or photocopies will not be accepted. Original boarding passes must accompany airfare or public travel expenses. If original receipts for major costs are lost, destroyed, or stolen, a written explanation of the circumstances must be provided by the Business Traveler and approved by the Managing Director before the claim is processed. All Travel Expense Claims must have the appropriate approval signatures before they are processed. Outlined below are the authorizations required when claiming travel expenses:

- The following signatures are required:

1st Signature: The Member making the claim

2nd Signature: Network Administrative Centre Approval - Managing Director;

Note: The Managing Directors' claims must be approved by the Scientific Director and CEO; The Scientific Director and CEO's claims may be approved by either the Chair of the Board; or Chair of McMaster University Dept of Medicine.

The Business Traveler is responsible for ensuring that claims for reimbursement are accurate, conform with AllerGen's Travel Policy and Procedures and, where applicable, funding agency rules, and that all expenditures are supported by **original receipts** as required. The Business Traveler is encouraged to submit reimbursement claims within 15 working days and not later than 2 months from completion of the trip. Reimbursement for travel undertaken in March of any given year must be submitted no later than April 15th of that year to ensure inclusion in fiscal year end reports.

Ineligible Travel Expenses

Ineligible expenses include but are not restricted to

- Alcohol and alcoholic beverages
- AllerGen Conference Registration Fees
- Basic services such as heat, light, water, compressed air, distilled water, vacuums, janitorial services
- Costs incurred by travelers related to changes to transportation arrangements, hotel bookings and other travel-related costs not approved in writing in advance by the Managing Director
- Commuting between the residence and place of employment or between two places of employment
- Damages to uninsured rental cars and privately owned vehicles
- Education related costs such as those of thesis preparation, tuition and course fees
- Entertainment, hospitality and gifts
- Insurance coverage for privately owned vehicles
- Insurance for buildings or equipment
- Interest charges levied on overdue invoices or credit card statements
- Lost or stolen items
- Meals included in another reimbursable item, (plane, train, travel, meetings).
- Membership in professional associations or societies
- Non-business or personal items, food, travel, supplies, *etc.*
- Parking and other traffic fines
- Passport and immigration fees
- Personal travel insurance
- Pet care
- Professional training or development
- Repairs of privately owned vehicles
- Research poster preparation, printing and shipping costs
- Unauthorized travel and accommodation charges
- Unnecessary stopovers.

If a circumstance arises that is not specifically covered in the procedures below, the traveler and signing authority must adopt the most conservative course within the "spirit" of this policy or consult the Managing Director.

SECTION ONE: Payee and Accounting Details

Name and Address of Payee (please print):

Name (limit 35 characters)	
Address (limit 28 characters)	
City/Province (limit 20 characters)	Postal Code

Shaded Areas for Accounts Payable Use

Date Prepared

MO	DY	YR

Batch Number

	Accounts to be Charged	AMOUNT	D/C	Advance #	F/P
From Box B			D		
			D		
			D		
			D		
From Box C	0 11212 2127		D		
From Box D	0 11212 2195		D		
	Subtotal B + C + D				
	Deduct University Prepaid Expenses				
From Box A	0 10230 1330		C		
	0 10230 1330		C		
	0 10230 1330		C		
	- Subtotal A				
	If Negative (-) result		D	Amount Owing to McMaster. Select repayment option.*	
If Positive (+) result	0 00000 5000		C	Amount Payable to Claimant. Select payment option below.	

Currency (check one)

Canadian \$ 1

US \$ 9

Other (please specify)

Vendor Code

***Repayment Options:** If there is an amount owing to McMaster please select one of the following options:

Attach a personal cheque, payable to McMaster University

Deduct amount owing through payroll deduction

Payment Options: Please select one:

McMaster Cheque Cheque Stub Description: limit 24 characters

Direct Bank Deposit McMaster Employee ID: limit 7 characters

Mailing Instructions:

Mail Cheque directly to payee

Addressed envelope attached

Accounts Payable Approval

SECTION TWO: Declaration and Authorizations

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Department Contact/Preparer Telephone Department Address

Declaration by Claimant: I have read the University's published regulations on reimbursement of expenses and confirm that I am in compliance.

Signature of Claimant	Printed Name	Title	E-mail
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Signature of Approving Officer	Printed Name	Title	Research Office Approval
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Date:



Please STAPLE original receipts here, facing upwards, in the order listed below.

SECTION THREE: Expense Details

Dates: From: _____ To: _____

Location(s): _____

Purpose: _____

(If Research please specify name of and relevance to research project/grant.)

Please refer to the Travel Policy and current per diem allowances. http://www.mcmaster.ca/bms/policy/accounts_payable/ap010.html		University Pre-paid Expenses	TOTAL EXPENSES INCLUDING PRE-PAID EXPENSES				
Expense Type	Receipt Requirement Please attach original receipts.	Cdn \$ Equivalent	Foreign Amount	Exchange Rate	Cdn \$ Equivalent less Personal	GST* Charged	HST* Charged
Airfare	Agency invoice and boarding passes						
Bus	Passenger Ticket Stub						
Railway	Passenger Ticket Stub						
Auto Allowance	_____ kms x .40 /km						
Taxi	Taxi Receipt						
Parking	Parking Receipt						
Vehicle Rental	Customer's copy of the rental charges and gas receipts						

Accommodation	Detailed Statement						
Meals with Receipt	Itemized receipts. If Business Entertainment, attach list of attendees						
Meals per diem	_____ days x \$48 /day= _____						
and/or	_____ B _____ L _____ D						

Conference Registration	Registration Form plus original Receipt/Proof of Payment						
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Miscellaneous (please provide details)	Original Receipts						

Total Prepaid **A** →

Total Expenses →

Less **C** (GST Rebate)

Less **D** (HST Rebate)

Box **B** →

x 67%

x 73.77%

C

D

Missing Receipts?	<i>Please provide details</i>
Reason:	_____
Type of Expense:	_____
Paid to:	_____
Date of Expense:	Amount: _____
Type of Expense:	_____
Paid to:	_____
Date of Expense:	Amount: _____

*Tax Rebates on Auto and Meal Allowances:

GST: Total Expense Amount x 5/105

HST: Total Expense Amount x 13/113