

International Development Research Centre

Corporate Policy

Employee Travel

1. Context
2. Principles and Objectives
3. Application
4. Definitions
5. Roles and Responsibilities
 - 5.1 Individuals
 - 5.2 Employees
 - 5.3 Cost Centre Managers, Team/Program Leaders and Directors
 - 5.4 The Travel Management Analyst
 - 5.5 The Corporate Controller
6. Authorization to Travel
 - 6.1 Content of a Travel Authorization Request
 - 6.2 Approval of Travel Authorization Requests
7. Consequences of Non-compliance
8. Credit Cards and Cash Advances
 - 8.1 Loyalty Programs
 - 8.2 Travel Credit Cards
9. Expense Reporting and Receipts
10. Preferred Suppliers
11. Hospitality, Conference and Event Expenses while on Travel Status
12. Travel Undertaken by IDRC Employees
 - 12.1 Accommodation
 - 12.2 Business Expenses
 - 12.3 Currency Exchange
 - 12.4 Dependant Care Allowance
 - 12.5 Health Requirements
 - 12.6 Illness while Travelling Abroad
 - 12.7 Insurance
 - 12.8 Passports and Visas
 - 12.9 Per Diem Allowances
 - 12.10 Transportation
 - 12.11 Travel Recuperation - Rest Period
 - 12.12 Emergency Evacuations
 - 12.13 Exceptions
13. Travel Undertaken by the President

1. Context

The International Development Research Centre (IDRC) is an organization with an international mandate to initiate, encourage, support and conduct research into the problems of the developing regions of the world and into the means for applying and adapting scientific, technical and other knowledge to the economic and social advancement of those regions. Thus, IDRC's business involves people and ideas. People learn and ideas are shared when people network, exchange and meet face-to-face. Travel is integral to the way in which IDRC conducts its business.

Corporate Policy

Employee Travel

All travel must fall into one of the following categories:

- Travel required in support of the direct delivery of the core mandate;
- Travel necessary to engage researchers and key stakeholders in relation to program development and matters that support the implementation of research in targeted communities;
- Travel to attend meetings of the Board of Governors and, occasionally, Centre management meetings;
- Travel to enable the training of employees to meet the assigned duties of their positions or to maintain their professional certifications (as required by their positions);
- Travel for pre-postings, relocations and home leave;
- Other — where "other travel" is selected as the category for a trip, a detailed explanation regarding the purpose of the travel is required.

All travel at IDRC is governed by the provisions of this policy and therefore, IDRC employees are expected to adhere to its provisions and to use the travel services placed at their disposal such as the dedicated travel supplier, the preferred carriers, preferred hotels and the travel credit card.

All allowances and modalities of reimbursement have been designed to ensure that employees are reimbursed their true and actual costs of travel while on business.

2. Principles and Objectives

The following principles and objectives are the cornerstones for the management of IDRC travel and shall guide all employees in adopting fair and reasonable travel practices across the organization.

Principles

- Trust – It increases the amount of discretion and latitude for employees to act in a fair and reasonable manner.
- Flexibility – It creates an environment where management decisions respect the duty to accommodate, best respond to employee needs, and consider operational requirements in the determination of travel arrangements.
- Respect – It creates a sensitive and supportive travel environment and processes that take into account employee needs.
- Valuing people – It recognizes the need for employees to be treated with professionalism and respect while supporting them, their families, their health and safety in the context of travel. It ensures that employees, and other persons authorized to travel by IDRC for business or other reasons, travel securely, comfortably and in a cost-effective manner.
- Transparency – It ensures the consistent, fair and equitable application of this policy and its practices.
- Modern travel practices – They introduce travel management practices that support the above principles and are in keeping with travel industry trends and realities.

Corporate Policy

Employee Travel

Objectives

- To support IDRC's methodology for conducting travel risk assessments and defining preparatory measures in conjunction with the [Travel Security Duty of Care Policy](#).
- To provide employees with the proper guidelines and tools to manage and control their business travel expenses.

3. Application

This policy applies to:

- All employees when they travel outside their regular office location on behalf of IDRC regardless of where in the world they are based;
- Spouses and dependents of employees whose travel is treated as employee travel when they undertake overseas deployments along with employees; and
- Research and Professional Development Awardees.

This policy does not apply to participants, contractors and interviewees all of whom are covered under the IDRC's Non-staff Travel Policy.

4. Definitions

Accommodation (commercial)

Lodging facilities such as hotels, motels, inns, bed & breakfasts, residences for rental or short-term apartments.

Accommodation (non-commercial)

Private dwelling or non-commercial facilities where a traveller may stay overnight at no cost.

Business Class

Premium class of service offered on certain routes by certain airlines for which IDRC employees are eligible under certain conditions (as per [paragraph 12.10.1](#) or [section 13](#)). Also designated by some airlines as "club" class.

Business-related expenses

Legitimate and essential expenses incurred during the course of IDRC travel, in direct relation to IDRC's business. Business-related expenses include those covered by per diem allowances and other pre-determined amounts provided for under this policy.

IDRC will reimburse only business-related expenses.

Common-law partner

A person who has been living in a conjugal relationship with another person for at least one year.

Continuous trip time

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 voluntary stops or rest periods (as per [sub-section 12.11](#)) at an intermediate point are not to be considered part of the continuous trip time.

Corporate Policy

Employee Travel

Similarly, voluntary stops to extend the trip time in order to qualify for business class shall be disregarded and the direct point-to-point trip time only would be considered.

Dependant

A person who resides full-time with an employee at the employee's primary place of residence, and is:

- the spouse or common-law partner of the employee; or
- the biological child, stepchild, or adopted child (including a child adopted by aboriginal people under the Custom Adoption Practice) of the employee; or
- a legal ward of the employee or of the employee's spouse or common-law partner, who is dependent for support,
 - because the person is under 21 years of age, or
 - for reasons of mental or physical disability;

or

- the parent, grandparent, brother, sister, uncle, aunt, niece, nephew or grandchild of the employee or of the employee's spouse or common-law partner, who is dependent for support
 - because the person is under 21 years of age, or
 - for reasons of mental or physical disability.

Economy class

In principle, the lowest travel class of seating in air travel, comprising all categories of service below business class. Economy class actually includes a variety of fares marketed under several different names like "excursion" or "hospitality", some of which being offered with more or fewer privileges than other economy sub-classes.

Local Travel:

Travel for IDRC business within the regular office location and surrounding working area. Local travel takes place within a 40 km radio from where the employee's office is based. Local travel falls outside the purview of this policy and is subject to a blanket approval. Employees cannot claim per diem or incidental allowances when travelling within a 40 km radio from their regular office location.

Receipt

An original document showing the name of the supplier, the date and the amount of expenditure paid [by the traveller] and a description of the service or product purchased by the traveller.

Transit

Any point that is not considered a business destination.

Traveller:

Employee — a person employed at IDRC on either an indeterminate or term basis.

Corporate Policy

Employee Travel

Dependant — dependant of an employee travelling either for relocation purposes or for home leave and family reunion.

5. Roles and Responsibilities

5.1 Individuals

All individuals, including travellers, those involved in the travel arranging process, and those holding a specific travel authority, are responsible for demonstrating the highest standards of ethical conduct in arranging all travel and travel-related activities. The [IDRC Code of Conduct](#) explains how IDRC employees are expected to perform their official duties such that public confidence and trust in the integrity of the organization are maintained and enhanced.

All stakeholders must ensure the provisions of the Employee Travel Policy and the associated administrative procedures are complied with to ensure the effectiveness of IDRC's travel program.

5.2 Employees

Employees shall:

- a) comply with the provisions of this policy and become familiar with the related procedures;
- b) consult the recommended Travel Resources page for a list of travel health providers, or consult their own travel health provider, and book an appointment as appropriate and sufficiently in advance of the departure date to review travel-related requirements (e.g. vaccinations, etc.). See sub-section 12.5 for more details;
- c) prior to travelling, consult the [Travel Risk Designation](#) list to determine the appropriateness and acceptability of travelling to certain countries against the assessed risk. If the risk level of the destination is Orange or Red, employees shall consult with the security team, PRIOR TO SUBMITTING A TRAVEL AUTHORIZATION, by sending their full itinerary, including travelling methods between locations and accommodations, to security@idrc.ca;
- d) inform the employer or its travel suppliers of individual needs that may require accommodation;
- e) consult and obtain authorization to travel prior to booking travel;
- f) notify the travel approver of any variances in cost estimates that exceed 15% of the original estimated amount in the approved travel authorization;
- g) book all air travel through the Designated Travel Agency and rail transportation either through the agency or directly on the VIA Rail website as per internal instructions. It is recommended that accommodation also be booked through the Designated Travel Agency, but exceptions may apply;
- h) endeavour to make travel arrangements as early as possible, with a minimum of 20 days prior to the estimated trip date, to enhance the opportunity of securing discounted fares and important information from security and travel analysts;

Corporate Policy

Employee Travel

- i) be responsible for providing the Designated Travel Agency with any information or constraint that will assist travel counsellors in identifying the lowest possible fare option for the desired destination and itinerary;
- j) make the most economical, logical and direct travel arrangements possible, while concurrently respecting and abiding by the IDRC Employee Travel Policy and procedures;
- k) be responsible for cancelling reservations as required and, in the event of flight cancellation, contact the Designated Travel Agency to make alternative arrangements;
- l) use the services provided by the Designated Travel Agency including the 24-hour emergency line for modifications to their travel itinerary;
- m) be responsible for costs arising from routings and stopovers undertaken for personal purposes or benefit;
- n) become familiar with instructions for completing expense reports, and submit travel expense reports with necessary supporting documentation as soon as possible upon returning from the trip;
- o) provide feedback using the official mechanisms put in place with the Designated Travel Agency to ensure that all comments or concerns are formally recorded and addressed efficiently and effectively.

5.3 Cost Centre Managers, Team/Program Leaders and Directors

With respect to employee travel, cost centre managers, team/program leaders and directors shall:

- determine whether travel is necessary and consider if any cost-effective alternatives are appropriate and available such as teleconference, videoconference or any other remote meeting solutions;
- ensure that the selected travel arrangements (transportation, accommodation, etc.) are consistent with the provisions of this policy;
- take into account the potential for accidents (employee injuries or death) and the resulting risks to the Centre's ability to conduct business before allowing key personnel to travel together;
- ensure the traveller's cost estimate is reasonable;
- approve variations of travel costs when they exceed the original estimated amount by 15% or more;
- authorize travel (program directors have the authority to veto travel authorizations granted by the team/program leaders); and
- with the exception of team/program leaders, verify and approve travel expense claims prior to reimbursement.

Corporate Policy

Employee Travel

5.4 The Travel Management Analyst

The Travel Management Analyst shall:

- make this policy readily available to employees at the employee's regular workplace location;
- prepare procedures supporting the application of this policy;
- maintain and interpret this policy; and
- update the list of meal and incidental per diem allowances, as well as the rates of reimbursement for the use of private vehicles and non-commercial accommodations.

5.5 The Corporate Controller

The Corporate Controller (Finance and Administration Division) shall:

- put in place procedures to issue advances to employees entitled to receive them;
- make available procedures for the preparation and submission of travel expense reports for employees;
- verify, on a sampling basis, approved employee expense reports to ensure compliance with this policy;
- recover Canadian tax credits where expense reports include Canadian goods and services taxes;
- reimburse approved employee expense claims.

6. Authorization to Travel

6.1 Content of a Travel Authorization Request

The travel authorization request must include the following information:

- **Objective:** purpose of travel.
- **Category:** per the six categories described in Section 1.
- The **justification** that a virtual presence or other remote meeting solutions are not feasible.
- **Number of travellers** going to the same destination plus the rationale for having more than one person travelling there.
- **Mode of transportation:** estimated cost and rationale for the choice where more than one mode of transportation is available.
- **Accommodation:** identify estimated cost and rationale for each type of accommodation.
- **Meals:** identify the estimated cost of the meals.
- **Other costs:** identify the estimated cost of incidental amounts and all other expected costs.

Corporate Policy

Employee Travel

6.2 Approval of Travel Authorization Requests

All travel paid by the Centre must be pre-approved as per the authority matrix and the [Travel Security – Duty of Care Policy](#).

7. Consequences of Non-compliance

Any instances of abuse, fraud, or non-compliance with the IDRC Employee Travel Policy will be handled in accordance with IDRC's [Workplace Effectiveness Policy](#).

8. Credit Cards and Cash Advances

IDRC has selected commercial travel credit cards as its preferred method of payment for all travel-related expenses.

IDRC will provide cash advances to infrequent travellers provided that the Finance and Administration Division has received sufficient notice to process the advance prior to the commencement of travel and there is a demonstrated need.

All commercial travel credit cards must be used exclusively for IDRC travel and certain business-related expenses, as indicated in the cardholder agreement, which is updated from time to time and can be consulted in the Administrative and Financial procedures.

8.1 Loyalty Programs

Provided that there are no additional costs to the Centre, employees travelling on IDRC business can join loyalty programs and retain benefits offered by the travel industry for business or personal use. Such privileges are conditional upon the use of IDRC-approved services and products.

8.2 Travel Credit Cards

The Finance and Administration Division will issue travel credit cards (formerly known as V-cards) to Ottawa-hired frequent travellers upon receipt of a request approved by the person who normally approves the traveller's expenses. Employees are responsible for settling their travel credit card expenses, as well as any cash advances taken out on their travel credit cards, by the due date appearing in their monthly credit card statements. Any service charges and commissions incurred on the travel cards in connection with cash advance withdrawals are reimbursable with receipts showing the amount charged, date of transaction and currency.

IDRC will not reimburse interest fees due to unpaid balances on travel credit cards.

9. Expense Reporting and Receipts

Employees can start preparing an expense report as soon as travel expenses are incurred or within a reasonable timeframe upon returning from travel.

Expense reports are subject to periodic review by IDRC's finance employees to ensure compliance with the requirements of this policy.

The person approving travel expenses for the employee validates both the legitimacy and the essential nature of the reported expenses through the approval of the corresponding expense report.

Corporate Policy

Employee Travel

In order to facilitate the processing of expense claims, employees must submit receipts with their expense reports to justify allowable expenses in excess of 20 CAD. Persons who approve travel expenditures must verify claims against required receipts. The Finance and Administration Division will only engage the payment process once it has received the complete expense report and accompanying receipts.

The approval of the expense report triggers the reimbursement of the reported and approved expenses, net of any advance which may have been issued to the traveller.

10. Preferred Suppliers

In keeping with the provisions of the [Procurement Policy](#), the Finance and Administration Division identifies preferred suppliers where there are significant benefits derived from the pooling of IDRC purchasing power.

This approach has resulted in the selection of a Designated Travel Agency, which handles all travel and travel-related reservations as per the Employee Travel Policy. All travellers shall use the services of this agency for consultation, reservation, and ticketing of IDRC-supported travel (such as air travel, car rentals, etc.). Rail transportation can be booked directly by the employee through the VIA Rail website or the Designated Travel Agency. For hotel reservations (when not arranged by hosts in the field), travellers are also encouraged to use the Designated Travel Agency, but exceptions may apply.

In addition to a Designated Travel Agency, IDRC employees shall use other preferred suppliers for designated hotels and air carriers as identified by the Centre.

11. Hospitality, Conference and Event Expenses while on Travel Status

Hospitality, conference and event expenses must be claimed in accordance with the IDRC [Corporate Policy on Hospitality Activities, Conferences and Events](#) and must be properly coded and processed in the travel expense system.

12. Travel Undertaken by IDRC Employees

12.1 Accommodation

When travelling to cities where IDRC has an office, employees shall stay at preferred hotels with which IDRC has negotiated special corporate rates. Any exception is to be justified in writing, authorized by the travel approver and included in the travel authorization and expense reports. In locations where IDRC has no preferred hotels, the Designated Travel Agency will offer the best available corporate rate, or any promotional rate that may be available at the time of booking. Accommodation costs should be in line with the [City Rate Limits for Accommodation of Federal Public Servants](#). If accommodation costs are more than 25% above the City Rate Limit, the approver must explicitly approve the exception.

In some instances, host institutions may have preferred rates for visiting IDRC travellers. When accommodations are booked by host institutions or by travellers themselves (in guesthouses or other suitable institutional accommodations), travellers should share this information with the Designated Travel Agency in order to include the accommodation location in the official itinerary.

Corporate Policy

Employee Travel

Hotels typically have check-in times listed as no earlier than noon, and check-out times that allow them to prepare the rooms between guests (i.e. before 1100 hrs). Travellers arriving earlier than the check-in time may incur in as much as a full night's fee (i.e. as if taking the room starting the previous evening) as hotels cannot guarantee room availability without such payment. This is acceptable so long as the scheduled landing of the plane is at least 3 hours prior to the check-in time stipulated by the hotel. Similarly, travellers with late evening or night-time departures may incur the cost of a late check-out fee to allow them to rest prior to a long overnight journey. Rules vary between hoteliers in this respect but in general, check-outs prior to 2000 hrs will usually entail a half-day rate (or "day rate") and later check-outs a full-day rate. Travellers must be diligent about their check-out times and see that they do not incur in expenses beyond a "day rate" when their flights leave before 0100 hrs.

Receipts must support reimbursement claims for accommodation expenses. In circumstances where an employee wishes to use non-commercial accommodation, the employee may claim reimbursement of the listed non-commercial rate for employees as published on the [IDRC corporate website](#). The non-commercial accommodation rate is reduced to 50% of its standard daily value from the 121st day of official travel onward. See also sub-section 12.9 with regard to the applicable incidental allowance when claiming an amount for non-commercial accommodation.

12.2 Business Expenses

All legitimate and essential expenses incurred during the course of IDRC travel, in direct relation to IDRC's business, and not otherwise covered, can be claimed.

Reimbursement claims shall be supported by receipts and indicate the currency in which the expense was incurred.

12.3 Currency Exchange

Travellers are responsible for acquiring any necessary foreign currency for their trips. Exchange and other bank service charges may be claimed by the traveller upon submission of appropriate receipts.

12.4 Dependant Care Allowance

This sub-section applies to indeterminate employees or those individuals hired on a term of six months or more.

An eligible employee who is required to travel on official IDRC business shall be reimbursed actual and reasonable receipted dependant care expenses up to the amount posted in the respective per diem allowance page on the [IDRC corporate website](#), provided:

- the expenses are incurred as a result of the employee being required to travel and are in addition to the expenses the employee would have incurred, had he/she remained at home; and
- the employee is the sole caregiver of a dependant who is under 18 years of age or has a mental or physical disability requiring dependant care services; or

Corporate Policy

Employee Travel

- the employee and his or her spouse or common-law partner reside in the same residence and are the sole care providers for the dependant, and the spouse or common-law partner is, for a valid reason, unavailable to provide the care required.

Where both the employee and his or her spouse or common-law partner are employees of IDRC, and are required to travel at the same time, only one of the two employees is eligible for the dependant care allowance.

In submitting claims, employees must provide a brief explanation for the claim and attach receipts.

IDRC does not support or encourage anyone travelling on official IDRC business to bring their dependant children with them, as this may affect their performance, productivity and concentration, in addition to the fact that it poses a risk and liability to IDRC in case of accident, illness, injury or kidnapping. Employees who would normally need to travel and are unable due to family commitments with very young children are encouraged to discuss delaying or cancelling travel or other options with their supervisors.

12.5 Health Requirements

Employees authorized to travel should arrange their own medical appointments through any of the travel health providers listed on the Centre's travel resources page or use their own travel health provider. Employees must raise with the medical practitioner any health issues that could negatively impact their well-being during travel as soon as they become aware of them. Should the medical practitioner issue travel recommendations based on an employee's medical condition, such recommendations should be forwarded to the People and Corporate Culture Division for implementation as appropriate.

IDRC bears all costs incurred at travel health clinics. If the medical practitioner prescribes travel-related medications to be collected at a pharmacy, employees must use their IDRC group medical insurance plan to pay for such expenses and claim reimbursement of the uncovered amount by the plan through an expense report.

12.6 Illness while Travelling Abroad

12.6.1 Advice of Illness

When employees travelling on IDRC business take ill, they must seek medical care and advise their supervisor, by telephone, e-mail, or through the nearest Canadian mission, as to the nature of the illness and the estimated time required before their duties can be resumed. If they require medical advice or assistance, they can contact International SOS, IDRC's Travel Risk Services Provider. In extreme emergencies, after having contacted local authorities (police, ambulance, 911, etc.), employees are reminded to contact the IDRC 24-hour Emergency line at 613-230-4357.

12.6.2 Medical Emergencies Abroad

IDRC will reimburse employees for costs associated with medical emergencies occurring outside Canada or the country of residence in the course of official IDRC travel when such costs are not covered by provincial or personal medical insurance. This policy does not apply to medical services which, in the opinion of IDRC's medical contractor and the

Corporate Policy

Employee Travel

Director, People and Corporate Culture, are not of an urgent nature and which could normally be obtained in Canada or in the country of residence.

When an IDRC traveller combines personal travel with business travel, IDRC will assume no responsibility for costs associated with medical emergencies that occur during the personal portion of the trip or which involve accompanying dependants not travelling on IDRC business.

12.7 Insurance

12.7.1 Medical Travel Insurance

All IDRC employees who travel on IDRC business are covered by emergency medical insurance through their mandatory IDRC group medical insurance plans with the following exceptions:

- term employees with contracts of 6 months or less;
- non-Canadian employees whose private insurance policy may have exclusions for certain destinations; and
- locally engaged staff whose plans do not include international emergency health care.

IDRC employees within the above-noted exceptions are advised to contact their Compensation Advisor or Manager, Regional Office Operations to confirm that they are adequately insured.

IDRC employees without coverage are responsible for acquiring necessary medical travel insurance, the cost of which will be reimbursed by IDRC.

Medical insurance coverage for periods of personal travel or for accompanying dependants or friends is the personal responsibility of the employee.

12.7.2 Other Insurance Coverage

Certain travel service providers (car rentals, air carriers and credit card suppliers) include complementary insurance to IDRC employees using their services. Information on such additional coverage can be obtained directly from the suppliers.

12.8 Passports and Visas

Employees and accompanying dependants, who are required to travel on IDRC business, will be reimbursed the costs incurred in obtaining required passports, visas, and related photographs.

Employees are responsible for obtaining their own passports, visas, and related photographs. While the Designated Travel Agency may, as a service, provide advice on visa needs, employees are ultimately responsible for the determination of their own visa needs. Passports need to be valid for at least six months before departure.

Corporate Policy

Employee Travel

12.9 Per Diem Allowances

An employee shall be paid separate allowances for meal and incidental expenses for each day of official travel as per the allowances published on the [IDRC's website](#), subject to the following provisions:

- The meal allowance is paid to employees for each allowable meal between the carrier's actual times of departure and return. Employees must not claim meals provided by IDRC or supplied by any third party or covered by IDRC funds such as meals included with airfares, conference registration fees, and accommodation.
- The incidental allowance is paid to employees for every day (midnight to midnight) or portion of a day of official travel. Allowance for incidental expenses is intended to cover the cost of such items as (without being limited to) gratuities, bottled water, laundry and dry cleaning, grass cutting, snow removal, home security checks, plant watering, mail services, pet care, personal local calls, in-room safes, etc. A lower incidental allowance rate is paid to employees using a non-commercial accommodation than those who use a commercial accommodation.
- The per diem and incidental allowances only apply to employees who are travelling for IDRC business away from their normal base office. These do not apply to employees in the normal course of their business visits outside their office, within a 40 km radius from their office location, nor to employees attending teambuilding or training sessions locally off-site.
- Only seventy-five percent (75%) of the published allowances shall be paid starting on the 31st consecutive calendar day of travel status at the same location until the 120th day, after which, starting on the 121st day, only fifty percent (50%) of the published allowances shall be paid.

During transit (see definition in section 4), when a single destination is involved, the applicable allowances are the destination per diems.

When more than one country is visited on the same day, the applicable country-city allowances are the per diems of the country-city where the largest proportion of the day was spent.

12.10 Transportation

The selection of the type of transportation used for employee travel shall be based on safety, duration, convenience, practicality and cost. For long-distance travel (generally exceeding 250 km one-way), the lowest priced airfare shall always be compared to the alternate type of transportation and the selected type of transportation shall be authorized by the approver as per the General Authority Matrix.

12.10.1 Air Travel

All attempts will be made to book air travel with IDRC's designated airlines to ensure the IDRC receives maximum benefit from negotiated discounts and incentives. In cases where the use of designated air carriers would significantly increase the cost or travel time, an alternate carrier may be used.

Frequent flyer points are not to be considered when selecting a travel itinerary.

Corporate Policy

Employee Travel

Employees must travel in economy class on journeys of less than nine (9) hours continuous trip time, using the most economical, logical and direct travel routing possible. Continuous air travel starts at the scheduled flight departure time, and ends with the arrival at the destination terminal or with an overnight stop or layover equivalent to an overnight stop.

Example – Determination of class of travel based on continuous trip time

- Scheduled flight departure time
- Estimated flying time segment: 6 hours
- Estimated time between connecting flights: 2 hours
- Estimated flying time segment: 2 hours
- Continuous trip time is 10 hours (> than 9-hour threshold)
- The employee is eligible for a rest period ([sub-section 12.11](#)) or an upgrade to business or premium economy class travel

Where available, business class air travel is permitted under the following circumstances:

- when the employer requires the employee to travel on a continuous flight of nine hours or more with no stops between the scheduled departure and arrival times, business class travel shall be authorized when requested by the employee; or
- there are no seats available in economy class and no other flights are available with economy class seats (other flights are not possible), provided that the booking is made at least 20 days before the departure date; or
- flights or seats on flights are cancelled (bumping) whereby delays in booking economy class seats on other flights would impact a required timely arrival or would involve an ineffective use of the traveller's time; or
- the employee must take the first flight possible where no economy class seats are available to avoid or flee civil strife, natural disasters or war; or
- A medical practitioner recommends business class air travel based on an assessment of the traveller's health in accordance with [sub-section 12.5](#).

In the event the business class fare is the least expensive option available on the market at the time of booking the trip (i.e. all economy class fares available at that time cost more), the traveller can use business class but he or she must substantiate that decision in his or her expense claim by providing the appropriate estimates and message exchanges with the designated travel agency.

When planning a trip, employees should provide the Designated Travel Agency the key parameters of the trip (timing, dates, flexibility, routing, scheduled stops, desired fare class, price range, etc.) based upon which, the Agency will propose fare options.

Corporate Policy

Employee Travel

Employees should review fare options with the Designated Travel Agency with a view to finding the most economical and convenient fare for them. Employees should consider taking advantage of savings offered in the marketplace, as identified by the Designated Travel Agency. Savings opportunities may include connecting flight options, “specials” or other promotional packages offered by airlines, wholesalers and consolidators.

IDRC is not risk averse to the purchase of restrictive airfares. Occasional financial losses on restrictive airfares are acceptable so long as there remains overall savings in travel for IDRC. The purchase of these less expensive fares must be weighed against the probabilities of having to change or cancel a trip and the cost must be compared to higher, less restrictive fares, on a case-by-case basis.

Travellers should clearly understand the potential costs of restrictive fares. They should also be advised of all costs involved in making itinerary changes after a ticket is issued and they should approve such itinerary changes prior to ticket re-issue.

Employees must advise the travel agency of any unused portions of an air ticket.

12.10.2 Travel by Rail

First class is permitted for all travel by train.

12.10.3 Car Rental

Employees should rent vehicles from reputable agencies and pay the cost using an IDRC travel credit card. Normally the standard category for rental vehicles is intermediate. Rental vehicles beyond this category shall be treated as an exception.

For each day during which an employee is authorized to use a rental vehicle on IDRC travel, the employee can claim the actual costs of parking the vehicle.

IDRC is not responsible for expenses resulting from any traffic violations, parking tickets, ancillary charges for items such as GPS units, refuelling cost penalties charged by the car rental agency when the vehicle is returned with an empty tank or accidents incurred while on IDRC business.

Collision Damage Waiver (CDW) coverage for the entire period that a vehicle is rented is required. This coverage is provided through the use of the IDRC travel credit card or personal credit card. When these cards are used to reserve and fully pay for the car rental, the traveller must decline the coverage for CDW on the rental agreement. Where the IDRC travel card is not used and free coverage is not provided by a personal credit card, the cost of the premiums for CDW coverage shall be reimbursed by the employer.

Public Liability and Property Damage coverage is included in the daily rental rates provided by the government-approved car rental suppliers. When travelling outside Canada, travellers should ensure additional coverage is obtained where required. In such circumstances, premiums for additional coverage will be reimbursed.

Travellers shall not be reimbursed for personal accident insurance coverage premiums.

Corporate Policy

Employee Travel

12.10.4 Private Vehicle

Employees who are authorized to travel by private vehicle are reimbursed for the most direct, safe and practical route, at the established rate per kilometre as published on the [IDRC's corporate website](#), the applicable per diem allowances, and the accommodation cost.

Employees shall claim only for distances driven on IDRC business. For local travel, claims shall be limited to the kilometres or costs that are over and above the employee's regular commute to work. Coupa must be used for determining routes and substantiating claims.

Parking charges are normally not payable when the employee is on duty at the workplace. For each day during which an employee is authorized to use a private vehicle on IDRC travel, the employee shall be reimbursed the actual costs of parking.

IDRC is not responsible for expenses resulting from any traffic violations, parking tickets, and/or accidents incurred while on IDRC business.

In order to use a private vehicle while conducting IDRC business and be eligible for reimbursement, employees are required to maintain liability insurance coverage of at least 1 million CAD.

IDRC is not responsible for any legal liability resulting from the use of a private vehicle while conducting corporate business.

12.10.5 Taxis, shuttles, Ubers and Other Local Transportation

Taxis, shuttles, Ubers and other local transportation services are alternatives for short local business trips. Actual expenses shall be reimbursed. Receipts are only required as per [section 9](#). Travellers should note that any gratuities paid for taxis and Ubers should be included as part of the amount to be claimed.

12.11 Travel Recuperation - Rest Period

IDRC employees required to travel by air for more than nine (9) hours continuous trip time in economy class, may break their journey with a rest stop of up to twenty-four (24) hours maximum, or they may take a rest period of up to twenty-four (24) hours upon reaching their destination.

Employees travelling in economy class on multiple-leg journeys incorporating overnight transit stopovers are entitled to take a rest period of up to twenty-four (24) hours upon reaching their destination only when the final leg of the journey exceeds nine (9) hours.

Employees travelling in economy class without rest stops or stopovers on multiple-leg journeys exceeding twenty (20) hours are entitled to a rest period of up to thirty-six (36) hours.

12.12 Emergency Evacuations

When a sequence of events has a potentially significant impact on the well-being of IDRC employees on official travel, the evacuation of these employees will, as far as possible, be carried out by conventional means (e.g. commercial air carrier). Travel arrangements will be consistent with the provisions of this policy with the proviso that, where possible, travel will be

Corporate Policy

Employee Travel

undertaken in economy class. Any exceptions must be justifiable given the circumstances and options available for timely and secure transportation.

12.13 Exceptions

Any deviation from this section 12 must be authorized by the manager of the person normally approving the employee's expense report (see the General Authority Matrix).

13. Travel Undertaken by the President

The travel undertaken by the President shall follow the same policy, procedures, terms and conditions as the travel undertaken by the rest of the employees except for the entitlement to business class fares described in [sub-section 12.10.1](#) of this policy, which, for the President, is replaced by the following prescriptions:

The President must travel in economy class within Canada and the continental U.S. When the trip has a point of origin outside of Canada or the continental U.S., economy class must be used for all travel within a radius of 1,200 km except if

- the President must take the first flight possible where no economy class seats are available to avoid or flee civil strife, natural disasters or war; or
- A medical practitioner recommends business class air travel based on an assessment of the traveller's health in accordance with [sub-section 12.5](#).

IDRC is not risk-averse to the purchase of restrictive airfares. Occasional financial losses on restrictive airfares are acceptable so long as there remains overall savings in travel for the President. Thus, the President remains accountable for the class of ticket used and must be prepared to justify the purchase of non-refundable or otherwise restrictive low-fare tickets when such tickets are later cancelled or changed, and one-time additional costs are incurred — such charges will be included in the cost of airfares disclosed publicly.