

# **International Development Research Centre**

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### **1. Context**

The International Development Research Centre (IDRC) is a Canadian Crown corporation with a legislative 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. This mandate necessitates IDRC connecting people, ideas and knowledge to facilitate networking and exchanges.

Travel is integral to the conduct of IDRC business. Governors are required to travel to conduct IDRC business, attend meetings of the Board of Governors, liaise with Centre management, and perform specific representational functions on behalf of IDRC, both within and outside Canada when requested to do so by the Chairperson of the Board and IDRC President.

All travel by Governors, except as otherwise noted herein, is governed by the provisions of this Policy. Governors are expected to adhere to these provisions and to use the travel services placed at their disposal by IDRC, including, but not limited to, the dedicated travel supplier and preferred carriers and hotels.

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

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### 2. Objective

The purpose of this Policy is to facilitate Governor travel, in support of IDRC's mission, while maintaining effective controls and promoting transparency and accountability. This is achieved by:

- ensuring Governors travel securely, comfortably, and in a cost-effective manner;
- facilitating the travel process so that Governors may focus on their core responsibilities; and
- providing Governors and Centre employees who facilitate Governor travel with the proper guidelines and tools to manage Governors' travel-related expenses.

### 3. Application

This Policy applies to IDRC Governors travelling on IDRC business, including travel by the Chairperson, but excluding travel by the IDRC President. For greater clarity, travel by the IDRC President is subject to the provisions of the IDRC [Corporate Policy on Employee Travel](#).

### 4. Definitions

#### Accommodation (Commercial)

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

#### Business Class

Premium class of service offered on certain routes by certain airlines for which Governors are eligible under certain conditions as described herein. Also designated by some airlines as "club" class.

#### Business-Related Expenses

Legitimate and essential expenses incurred during IDRC-supported travel and 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.

#### 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 at an intermediate point are not considered part of the continuous trip times. Voluntary stops to extend trip times in order to qualify for a business class upgrade shall be disregarded, and only the origin to destination trip time, excluding the voluntary stop, will be considered as part of the continuous trip.

#### Designated Travel Agency

The travel agency identified by IDRC to fulfill IDRC-related travel booking and arrangement needs.

#### Economy Class

The standard class of air or rail travel, including special discount fare travel. Also, the lowest travel class of seating in air travel, comprising all categories of service below business class. Economy class includes a variety of airfares marketed under several different names such as "excursion" or

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“hospitality”, some of which are offered with more or fewer privileges than other economy sub-classes.

### **Person Approving Travel**

In the case of Governors, the person approving travel is the Corporate Secretary, or his or her designate, as the IDRC cost centre manager responsible for managing Governor travel.

### **Receipt**

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

### **Transit**

Any point that is not considered a business destination.

### **Traveller**

Means a Governor in the context of this Policy.

## **5. Roles and Responsibilities**

### **5.1 All Individuals involved in the Governor Travel Process**

All individuals, including Governors, involved in arranging and undertaking travel under this Policy, and those holding a specific authority over travel decisions, are responsible for demonstrating the highest standards of ethical conduct in carrying out these activities, such that public confidence and trust in the integrity of IDRC are maintained and enhanced.

### **5.2 Employees**

Employees shall:

- comply with the provisions of this Policy and become familiar with the related procedures;
- prior to booking travel, consult and obtain authorization to book travel in accordance with this Policy;
- book all travel through the Designated Travel Agency;
- endeavour to make travel arrangements as early as possible to enhance the opportunity of securing discounted fares;
- be responsible for providing the Designated Travel Agency with any information or constraint that will assist its travel counsellors in identifying the lowest possible fare options for the desired destination and itinerary;
- provide Governors with the most economical, logical and direct travel arrangement options possible;
- be responsible for cancelling reservations as required when notified by Governors; and
- become familiar with instructions for completing travel expense reports.

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### 5.3 Governors

Governors shall:

- comply with the provisions of this Policy;
- make all travel arrangements through the Office of the Corporate Secretary;
- endeavour to make travel arrangements as early as possible to enhance the opportunity of securing discounted fares;
- be responsible for providing the Office of the Corporate Secretary with any information or constraint that will assist in identifying the lowest possible fare options for the desired destination and itinerary;
- be responsible for communicating to the Office of the Corporate Secretary information concerning the cancellation of reservations;
- be responsible for costs arising from routings and stopovers undertaken for personal purposes or benefit; and
- become familiar with instructions for completing expense claim forms and submitting them to the Office of the Corporate Secretary, with necessary supporting documentation and receipts, as soon as reasonably possible after the completion of travel.

### 5.4 Corporate Secretary

With respect to Governor travel, the Corporate Secretary, a Board-appointed officer of IDRC, shall:

- make this Policy readily available to Governors and other employees who require it to organize their travel;
- determine whether travel is necessary and consider cost-effective alternatives;
- ensure that the selected travel arrangements (transportation, accommodation, etc.) are consistent with the provisions of this Policy;
- take into account the potential risks to IDRC's ability to conduct business prior to allowing key IDRC officials to travel together;
- authorize travel; and
- verify and approve travel expense claims prior to reimbursement.

### 5.5 Travel Management Analyst

The Travel Management Analyst, an employee of IDRC, shall:

- update the list of all-inclusive meal and incidental per diem rates and other allowances, which includes the rates of reimbursement for the use of private vehicles and non-commercial accommodation.

### 5.6 Corporate Controller

The Corporate Controller, an employee of IDRC, shall see that someone in her/his unit take the responsibility to:

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- verify, on a sampling basis, approved Governor expense reports, with a view to ensuring compliance with this Policy;
- reimburse approved Governor expense claims; and
- monitor IDRC's commercial credit cards used in the travel arrangement process.

### **6. Authorization to Travel**

All Governor travel must be pre-approved by the Corporate Secretary, using the corresponding IDRC's Travel Approval System. Governor travel authorizations must include the following information:

- Objective: purpose of travel.
- Category: as per the categories outlined in the travel approval system.
- Justification that a remote meeting solution is not practically feasible.
- Mode of transportation: estimated cost and rationale for the choice where more than one mode of transportation is available.
- Accommodation: estimated cost and rationale for each type of accommodation.
- Meals: estimated cost of meals.
- Other costs: total estimated costs of incidental expenses and all other expected costs.

### **7. Non-Compliance**

Non-compliance with this Policy may result in non-reimbursement of Governor travel expenses.

### **8. Commercial Credit Cards**

The Finance and Administration Division will issue (a) commercial credit card(s) to one or more employees in the Office of the Corporate Secretary to be used to purchase all air and rail tickets for Governors and pay for their accommodation.

### **9. Expense Reporting and Receipts**

Governors shall prepare an expense claim form, in a format supplied by the Office of the Corporate Secretary, as soon as reasonably possible following the completion of travel, but no later than 60 days after the end of the trip. In signing the expense claim form, Governors validate their incurred expenses.

Governors' expense claim forms and reports are subject to review by IDRC's finance employees to ensure compliance with the requirements of this Policy.

To facilitate the processing of expense claims, Governors must submit original receipts with their signed expense claim forms to justify allowable expenses in excess of CAD 20.00. In approving Governor travel expenditures, the Corporate Secretary must verify claims against required receipts.

The approval of a Governor's expense claim by the Corporate Secretary triggers the reimbursement of the reported and approved expenses, subject to the review by finance employees as noted above.

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### 10. Preferred Suppliers

IDRC identifies preferred travel suppliers where there are benefits derived from doing so. This approach has resulted in the selection of a Designated Travel Agency, which handles all Governor travel and related reservations, all in accordance with this Policy.

Governor travel will not be arranged through travel providers other than the Designated Travel Agency, unless exceptionally agreed and justified in writing as between an individual Governor and the Corporate Secretary, and only where another option is deemed more cost effective in particular circumstances.

In addition to the Designated Travel Agency, Governors shall use other preferred IDRC suppliers, such as designated hotels and air carriers, as facilitated by the Office of the Corporate Secretary.

### 11. Hospitality Expenses While on Travel Status

Hospitality provided by Governors must adhere to the provisions stipulated in the [IDRC Corporate Policy on Hospitality Activities, Conferences and Events](#). Hospitality expenses incurred by Governors in the exercise of their IDRC duties will be approved by the Vice-President, Resources, and Chief Financial Officer.

### 12. Travel Undertaken by IDRC Governors

#### 12.1 Accommodation

The Office of the Corporate Secretary, working through the Designated Travel Agency, will ensure that Governors use preferred hotels where these are available and, where they are not, that the best available corporate rate, or promotional rate available at the time of booking, is used at a location within a reasonable distance of the place where business will be conducted. 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 expense approver must explicitly approve the exception.

Governors with early morning arrivals at destination or late-night departures from such destinations may incur as much as a full night's fee at the hotel for checking in early or checking out late, as the case may be, in order to rest upon arrival or before departure. This is acceptable so long as the scheduled arrival time at destination is at least 3 hours prior to the check-in time set by the accommodation provider. Late evening or night-time scheduled departures may incur the cost of a late check-out to allow Governors to rest prior to a long overnight journey.

#### 12.2 Business Expenses

All legitimate and essential expenses incurred by Governors during their IDRC-related travel, in direct relation to IDRC's business, can be claimed.

#### 12.3 Currency Exchange

Governors are responsible for acquiring any necessary currency at their place of destination. Exchange and other bank service charges may be claimed by Governors upon submission, with expense reports, of appropriate receipts.

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### **12.4 Health Requirements**

IDRC bears the costs incurred by Governors in obtaining necessary immunizations, prophylactic medications, and medical consultations required for IDRC-related travel.

### **12.5 Travel Medical Insurance**

Governors travelling on IDRC business are covered by emergency medical insurance through medical insurance plans maintained by IDRC.

Medical insurance coverage for periods of personal travel is the personal responsibility of individual Governors.

### **12.6 Passports and Travel Visas**

Governors will be reimbursed the costs incurred in obtaining visas and related photographs to facilitate IDRC-related travel. IDRC will not reimburse the cost of new passports.

Governors are responsible for obtaining their own passports, visas, and related photographs.

To facilitate Governor travel, the Office of the Corporate Secretary will, as appropriate and where necessary, provide letters indicating IDRC's support for individual Governor's IDRC-related travel and associated expenses.

### **12.7 Per Diem Allowances**

Governors shall be paid separate allowances for meal and incidental expenses for each day of IDRC-related travel as per the allowances published on the IDRC corporate website, subject to the following:

- Expense claims should not be made in relation to meals provided by IDRC or supplied by any third party, including third-party travel providers such as air carriers and hotels.
- The incidental allowance is paid to Governors for every day, or partial day, of IDRC-related travel. Without limitation, such allowance is intended to cover the costs of items such as gratuities and laundry incurred while travelling.

During transit stops or layovers, the applicable per diem allowances will be paid at the rate of the transit location.

### **12.8 Transportation**

The selection of the type of transportation used for Governor travel shall be based on considerations of safety, duration of travel, convenience, practicality and cost implications (i.e., considering differences in such things as layover costs, additional per diem allowances, additional duration as it relates to the payment of additional honoraria, etc.).

#### **12.8.1 Travel Between Points of Origin and Destination — Air Travel**

a) The Office of the Corporate Secretary will generally book Governor air travel with IDRC's designated airlines. In cases where the use of designated air carriers would significantly increase the cost of a trip, or travel time, an alternate carrier may be used.

b) Subject to the provisions of section (c) below, Governors will be booked in economy class on all trips within Canada and the continental U.S. and on all trips that have points

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of origin or destination outside of Canada or the continental U.S., where the travel distance is 1,200 km or less.

c) Where available, business or premium economy class air travel is only permitted under the following circumstances:

- trips with points of origin or destination outside Canada or the continental U.S. where the travel distance is greater than 1,200 km;
- there are no seats available in economy class during the time period in which travel is reasonably required;
- flights or seats on flights are cancelled such that there is an impact on reasonably required timely arrival at destination, or resulting in an ineffective use of a Governor's time;
- the first available flight, where no economy class seats are available, must be taken to avoid civil strife, disasters or risks to an individual Governor's safety or security; or
- health reasons necessitating premium class air travel.

d) When planning travel, Governors should provide the Office of the Corporate Secretary with the key parameters of a given trip, based on what accommodates the reasonable needs of the Governor (timing, dates, flexibility). Based on this information, the Office of the Corporate Secretary will have the Designated Travel Agency generate fare and route options. Generally, only the most cost-effective option will be presented to an individual Governor for confirmation prior to a booking being made. Only where the most cost-effective option does not meet the parameters provided by an individual Governor will that Governor be provided with a choice as between the two (2) more cost-effective options from amongst those provided by the Designated Travel Agency.

e) IDRC is not risk averse to the purchase of restrictive airfares. Occasional financial losses on restrictive airfares are deemed acceptable, so long as there remains overall savings in travel for IDRC. The purchase of these less expensive fares must be weighed against the probability 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.

f) Governors shall advise the Office of the Corporate Secretary of any unused portions of tickets.

#### **12.8.2 Travel Between Points of Origin and Destination — Rail Travel**

First class or equivalent is permitted for all travel by rail.

#### **12.8.3 Travel Within Points of Origin or Destination — Taxis, Shuttles, Uber**

Taxis, shuttles and Uber (when considered safe) shall be the preferred method of transportation within points of origin and destination during a given trip. Actual expenses shall be reimbursed. Receipts are required as specified in this policy. Gratuities paid to drivers should be included as part of the expense to be claimed.

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Governors may exceptionally rent vehicles (without drivers) for IDRC-related travel use where, in discussion with the Corporate Secretary, this approach is projected to be more cost effective than using taxis. Vehicle rentals will, in all cases, be from reputable rental agencies, with the standard category for rental vehicles being mid- or intermediate size. When rental vehicles are used, claims for actual and reasonable costs of parking and fuelling the vehicle are permissible.

IDRC is not responsible for expenses resulting from 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 and costs related to premiums for CDW coverage shall be reimbursed by IDRC.

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

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

Governors who opt to use private vehicles are reimbursed for the most direct, safe, and practical routing, at the established rate per kilometre as published on the IDRC corporate website, the applicable per diem allowances, and the parking costs. Governors may claim only for distances driven on IDRC-related business outside of the National Capital Region where IDRC's head office is located. Internet-based tools, such as Google Maps and MapQuest, must be used to determine the most direct routes and to substantiate claims. To use a private vehicle while conducting IDRC business and be eligible for reimbursement, Governors are required to maintain liability insurance coverage of at least 1 million CAD. Under no circumstances will IDRC be responsible for any legal liability incurred as a result of the use of private vehicles by Governors, nor will IDRC be responsible for expenses resulting from any traffic violations, parking tickets, and/or accidents incurred by Governors while on IDRC business.