



Travel Policy

1.0 Purpose

To clarify Review Board travel provisions and approval authorities.

2.0 Principles

- 2.01 All travel should be arranged with due regard to economy, safety and the comfort and convenience of travelers.
- 2.02 Discretion in travel arrangements should be exercised with prudence and probity, mindful that all expenditures must further Review Board objectives.
- 2.03 Travelers are accountable and must be prepared to justify their expenses.

3.0 Definitions

- 3.01 Board – refers to the Mackenzie Valley Environmental Impact Review Board.
- 3.02 Board Member – includes all members appointed by the federal minister including the Chairperson.
- 3.03 Economy Class - the standard class of air travel, including special discount fares. Economy Class excludes first class and business class or equivalents.
- 3.04 Honoraria – daily remuneration to Board members for time spent on Board business.
- 3.05 Spending Authority – a person(s) formally authorized to commit Board funds as defined in the Finance Policy.
- 3.06 Travel Directive – refers to the published Treasury Board of Canada Travel Directive, excepting requirements pursuant to Federal Government legislation or Agreements cited in the Travel Directive which are not applicable to Review Board members, Impact Review Panel members or staff.
- 3.07 Travel Expense – reasonable expenses necessarily incurred while traveling on Board business. For a Board member this includes Honoraria.

4.0 Eligibility

- 4.01 This Policy applies to all Board members, Impact Review Panel members and staff.

5.0 Provisions

Travel

- 5.01 Subject to 5.3 below, all travelers should plan travel sufficiently in advance to obtain discounted/excursion fares where possible.
- 5.02 The standard class of air travel is economy class.
- 5.03 When a traveler alters travel arrangements without special reason and additional cost is incurred, that individual will pay the cost difference.

Travel Forms

- 5.04 All travel shall be duly authorized in advance by the appropriate spending authority, utilizing the travel form attached in Schedule 1 or Schedule 2.

Standard Per Diem Rates

- 5.05 The Travel Directive identifies the standard per diem rates that a traveler may claim for meals, incidentals and private accommodation by region within Canada and internationally. The standard per diem rates set out in the Travel Directive will be utilized by the Review Board with the following exceptions:
- i) the standard meals and incidentals rates listed in the Travel Directive for travel within the Northwest Territories shall be deemed to be the standard rates chargeable for travel anywhere within Canada, and
 - ii) the standard rate that may be claimed by a traveler for private accommodation while travelling outside the Northwest Territories within Canada shall be \$75.00 per night.
 - iii) the standard rate that may be claimed by a traveler for private accommodation while travelling within the Northwest Territories shall be \$75.00 per night without a receipt or up to \$150.00 per night with the submission of a receipt from the individual(s) providing the private accommodation.

Board Travel in Combination with Other Travel

- 5.06 When a traveler desires to combine another travel event with a Board sponsored event, travel expenses claimed for reimbursement for the Board sponsored event may not exceed those that would normally be incurred for that event.

Travel by Non-Standard Means

- 5.07 When a traveler desires to travel by a means that is non-standard (not the normal means considered practical and most economic for the event), travel expense claimed for reimbursement may not exceed those that would normally be incurred for the event using standard means.

Personal and Rental Vehicles

- 5.08 The use of rental and personal vehicles for travel will be permitted on the basis that the related Travel Expense claimed for reimbursement does not exceed that which would otherwise be incurred during the travel event using standard means.
- 5.09 The use of rental or personal vehicles need not be approved in advance however the traveler must provide a substantiation demonstrating that the choice of a rental or personal vehicle is more economical for the Review Board accompanying his/her Travel Expense claim.
- 5.10 When personal vehicles are used for Board business, the owner(s) and/or driver(s) shall ensure that the vehicle is sufficiently insured, in accordance with applicable legislation and for intended transportation use.
- 5.11 A traveler who rents a vehicle to conduct Board business shall ensure the vehicle is sufficiently insured, in accordance with applicable legislation and for intended transportation use.

Accommodation

- 5.11 Travelers should normally stay in hotels where either the Review Board has preferred customer (discounted) rates; or alternate hotels providing no additional resultant expenses are claimed.
- 5.12 Additional accommodation charges, over and above the basic room charge and applicable taxes, shall be the responsibility of the traveler.

Telephone and Internet Access

- 5.13 Board members and Impact Review Panel members may claim for reasonable telephone and internet access expense incurred while on Review Board business. All other personal calls are the financial responsibility of the individual.
- 5.14 Staff may claim for Internet access expenses incurred in the conduct of Review Board business while on duty travel.

Incidental Expenses

- 5.15 A traveler who is required to travel overnight shall be paid an incidental expense allowance, per the Travel Directive, for each day or part day in travel status that includes an overnight stay.

6.0 Approval Authority

Insurance

- 6.01 Provisions and approvals set out in this Policy and the Travel Directive are designed to ensure travelers are eligible for insurance coverage that is in place at the time of travel.

Travel

- 6.02 Unless otherwise provided in this policy, all travel shall be conducted according to the Travel Directive.
- 6.03 Travel by Board members or Impact Review Panel members to attend meetings of the Review Board or Impact Review Panel shall be deemed to be pre-authorized, respectively.
- 6.04 All travel by Board members or Impact Review Panel members, other than in 6.03 and 6.05, shall be pre-authorized by motion of the Review Board or Impact Review Panel as appropriate.
- 6.05 In the event of unanticipated travel by Board member(s), the Chairperson or Vice Chairperson together with one other Board member must pre-authorize the travel. All unanticipated travel so approved shall be reported at the next regular meeting of the Review Board.
- 6.06 The Chairperson, Vice-Chairperson and Executive Director may not approve their own travel.
- 6.07 All travel by staff shall be pre-authorized by the Executive Director.
- 6.08 Air charters shall be authorized, in writing, by the Executive Director or Chairperson when it is the only means, or the most economical and efficient means of travel.
- 6.09 When the Board Secretary makes travel and accommodation reservations for Board members or Impact Review Panel members, each traveler shall provide the Board Secretary with their preferences with respect to travel and accommodation options.
- 6.10 When Board members or Impact Review Panel members make their own travel and related accommodation reservations, each traveler shall advise the Board Secretary of all such arrangements and itineraries prior to the travel taking place.

- 6.11 All airline and accommodation reservations for staff shall be made by the Board Secretary, unless otherwise authorized by the Executive Director.

Travel Claim Expenses

- 6.12 Each travel expense claim form, as set out in Schedule 3, must be approved by two of the appropriate Spending Authorities before travel funds are reimbursed to Board members.
- 6.13 In the case of a travel expense claim submitted by a staff person, the spending authority will be the Executive Director together with the Manager of Finance and Administration.
- 6.14 If a travel advance is requested, travelers must submit completed travel advance request forms no less than 5 working days before the travel is to take place.
- 6.15 Travelers must submit completed travel expense claim forms to the Manager of Finance and Administration within 10 working days of completing travel. Failure to comply will result in the traveler not being issued further travel advances for subsequent travel until the outstanding claim has been submitted and approved
- 6.16 Travel expense claims forms must be accompanied by receipts as required by the Travel Directive.
- 6.17 All claim forms submitted will be reviewed by the Manager of Finance and Administration or the Executive Director for compliance with this Travel Policy and then referred to the appropriate spending authority.
- 6.18 In no case may a spending authority approve his or her own travel advance or expense claim, nor that of any person to whom they directly report.

Approved by Motion # 100921-10 of the Mackenzie Valley Environmental Impact Review Board on the 21st day of September 2010.


Certified by: _____

Richard Edjericon, Chairperson

Oct 1/10

Date

Schedule 1 Travel Form – Individuals

Travel Request & Authorization Form		Mackenzie Valley Review Board 
Name of Traveler		
Name of Event		
Location of Event		
Date(s)		
Purpose of Travel		
Special Considerations (Are there other factors that will affect the overall travel cost?)		
Initial Travel Details		
Estimate of Expenses (Board members or Impact Review Panel members may request staff assistance to complete this section)		
Transportation:		\$
Accommodation:		\$
Meals and Incidentals:		\$
Registration Fees (if applicable):		\$
Honoraria (if applicable)		\$
Other:		\$
Other:		\$
Total Estimated Travel Cost		\$

Non-standard Items (if needed)

Vehicle rental Requested by:	Private Vehicle Requested by:
Traveler or Employer (circle one)	Traveler or Employer (circle one)
Daily Rate: See below...	Rate (\$/km):

Confirmation of Office Support Required (Completed by Traveler)	(Yes/No)
Will you be making your own transportation arrangements?	
Be making your own accommodation arrangements?	

Travel Advance Requested	Amount (\$)	Comments

I acknowledge and accept the current terms and conditions of the MVEIRB Travel Policy	Signature of Traveler:
Date:	

Financial Accounting Information – to be completed by staff	
Budget account to be charged	
Account Balance (not including this request)	

Travel Authorization (insert name & position)	Signature of Travel Authority (as appropriate)
Board Motion Number (if applicable)	

Note 1: Traveler is to complete all but Financial Accounting Information and Travel Authorization sections.

Note 2: Please attach a copy of the draft meeting agenda, conference brochure or event description for which travel is requested. Board members or Impact Review Panel members making their own travel arrangements must attach a copy of their confirmed travel itinerary with the Travel Expense Claim Form.

Schedule 2 Travel Form – Groups



Travel Request & Authorization Form

Name of Travelers		
Name of Event		
Location of Event		
Date(s)		
Purpose of Travel		
Special Considerations (Are there other factors that will affect the overall travel cost?)		
Initial Travel Details		
Estimate of Expenses (Board members or Impact Review Panel member may request staff assistance to complete this section)		
Transportation:		\$
Accommodation:		\$
Meals and Incidentals:		\$
Registration Fees (if applicable):		\$
Honoraria (if applicable)		\$
Other:		\$
Other:		\$
Total Estimated Travel Cost		\$

Non-standard Items (if needed)

Vehicle rental Requested by:	Private Vehicle Requested by:
Traveler(s) or Employer (circle one)	Traveler(s) or Employer (circle one)
Daily Rate: See below...	Rate (\$/km):

Financial Accounting Information – to be completed by staff	
Budget account to be charged	
Account Balance (not including this request)	

Travel Authorization (insert name & position)	Signature of Spending Authority (as appropriate)
Executive Director	
<i>One of</i> Chairperson/Vice-Chairperson Panel Chairperson/Panel Vice-Chairperson	
Board Motion Number (if applicable)	

Note 1: Traveler is to complete all but Financial Accounting Information and Travel Authorization sections.

Note 2: Please attach a copy of the draft meeting agenda, conference brochure or event description for which travel is requested. Board members or Impact Review Panel members making their own travel arrangements must attach a copy of their confirmed travel itinerary with the Travel Expense Claim Form.

Schedule 3 Travel/Expense Claim Form

Mackenzie Valley
Review Board



Travel / Expense Claim

Name:		Travel Dates:		Tax:	
Purpose:		Mode:	Air <input type="checkbox"/> Road <input type="checkbox"/> Other <input type="checkbox"/>		

Transportation and Accommodation (attach receipts where appropriate)			
Departure:		Arrival:	
Departure:		Arrival:	
Airline Ticket Cost		Prepaid <input type="checkbox"/>	\$
Accommodation Expenses		Prepaid <input type="checkbox"/>	\$
Tolls & Parking		Prepaid <input type="checkbox"/>	\$
Vehicle Rental Charge		Prepaid <input type="checkbox"/>	\$
Public Transportation		Prepaid <input type="checkbox"/>	\$
Subtotal			\$

Employer Requested Vehicle Rate				Rates effective April 1, 2010	
From:	To:	km travelled	2010 rate - km (\$/km)	Total	
			\$	\$	
			\$	\$	
Subtotal				\$	

Meals/Incidentals (receipts only for overnight stays)				Rates effective April 1, 2010	
Number	Meal/Inc's	NT	Claim only these meals are provided at meetings	Total	
	Breakfast	\$21.05		\$	
	Lunch	\$19.25		\$	
	Dinner	\$48.25		\$	
	Incidentals	\$17.50		\$	
Subtotal				\$	

Other Expenses (attach original receipts)	Subtotal	\$
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Total Travel Expenses	\$
Less Travel Advance Received (signature):	\$
Total Due/owed	\$

I confirm that the above expenditures were incurred on MYPERIL business:			
Signature	Date	Spending Authority	Date
Cheque Date	Cheque No.	Amount Paid	\$
Completed by:		Verified by:	

Revised April 1, 2010