
7 Board policies

7.1 Board, committee, and other volunteer expenses

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- (1) This policy applies to Engineers Canada Board members, Board committee members, and select other participants (collectively, “volunteers”) who travel and/or incur travel-related expenses, including to attend or participate in meetings, events, and conferences (“events”) in the course of carrying out Engineers Canada business.
- (2) The purpose of this policy is to ensure volunteers have a clear understanding of the guidelines, policy, and procedures around travel and the incursion of travel-related expenses, including the kind and method of business travel that is considered appropriate, in what circumstances pre-approval is required, and how travel-related expenses should be claimed.

7.1.1 Board and Board committee member expenses

- (1) Volunteers shall be reimbursed for all reasonable expenses associated with travel, accommodation, meals and other miscellaneous expenses incurred while conducting Engineers Canada business. Volunteers are accountable to determine the most practical methods of travel.
- (2) Expenses incurred for volunteers’ attendance at meetings called by their Regulator, for which the Board Director is the appointed Director, shall not be reimbursed.
- (3) Expenses for the President’s guest (or for the guest of the President’s designate when the President is unable to attend) will be reimbursed when the President or designate attends a Regulator annual meeting, annual general meeting, or Geoscientists Canada annual meeting where guests are invited.
- (4) Reasonable expenses associated with travel for the one guest of Board members may be reimbursed for attendance at only the annual meeting of members and the Board retreat.
- (5) Transportation costs will be reimbursed as appropriate for the situation.

7.1.2 Regulator presidents’ expenses

Upon request, Engineers Canada shall reimburse (in accordance with this policy) travel-related expenses in excess of \$1,500 for presidents of Regulators with less than 2,500 registrants to attend Board meetings to which presidents are invited to attend.

7.1.3 Exceptional travel

- (1) For any travel not included in Engineers Canada’s approved budget pre-approval by the President or their delegate is required.

7.1.4 Acceptable travel-related expenses

A. Airfare

- (1) Tickets should be purchased as early as possible to take advantage of the lowest fares, following the call of an event.
- (2) Lowest economy class airfare that allows for one piece of checked luggage should be used where available and practical. Engineers Canada's Corporate Rewards program should be used where practical. Volunteers will be reimbursed in cases where they have purchased flights to attend events, where they must cancel due to an emergency.
- (3) When flying time is six (6) hours or more for any single leg of the trip, purchasing lowest-cost business class fare is permitted.
- (4) Checked and carry-on baggage fees and trip-cancellation insurance are eligible for reimbursement.

B. Rail

- (1) Tickets should be purchased as early as possible to take advantage of the lowest fares.
- (2) The standard for rail travel is business class.

C. Buses, taxis, and ride-share

- (1) Reasonable bus, taxi, or ride-share fares shall be reimbursed.
- (2) Limousine service is discouraged unless it is more economical than taxi fare.

D. Rental vehicles

- (1) Volunteers may travel by rental vehicle when it is more cost-effective or efficient than air, train, taxis, or personal vehicles (e.g. short trips, or where sharing makes renting a vehicle more attractive), including where:
 - a) Taxi/limousine service is not available or cost effective;
 - b) Location of the event is not easily accessible from a major airport; and,
 - c) Large quantities or materials are being delivered to an event location by the volunteer.
- (2) Volunteers who travel by rental vehicle shall be reimbursed for collision insurance and gasoline. The approved car rental category is mid-size, although free upgrades are permitted. When necessary, larger vehicles or vehicles with special requirements may be rented to transport excess baggage OR large items such as displays, or to accommodate medical reasons.
- (3) If, due to personal preference, a traveller opts to rent a vehicle instead of using other means of transport to attend an event, the maximum amount payable will be the equivalent of the taxi fare between the airport and the location of the event and the cost of airfare, combined.

E. Personal vehicles

- (1) Volunteers who travel by personal vehicle may claim the [Canadian Government kilometric rates](#) in effect at the time of travel, to the equivalent of the taxi fare between the airport and the location of the event and the cost of airfare, combined.
- (2) Engineers Canada is not responsible or liable for any costs or damages incurred above and beyond the rate per kilometer reimbursement. It is the responsibility of the individual volunteer to ensure adequate insurance coverage for business use of personal vehicles.

F. Parking, tolls, and tickets

- (1) Reasonable parking and toll expenses will be reimbursed.
- (2) Traffic and parking violations incurred while travelling on Engineers Canada business are not eligible for reimbursement.

G. Accommodations

- (1) Engineers Canada will either pay or reimburse for reasonable accommodations that reflect the purpose and circumstances when travelling.
- (2) Where events are arranged by Engineers Canada, group rates shall be secured and volunteers advised accordingly. In cases where volunteers select accommodations that exceed the room costs negotiated as part of the group rate, they shall be responsible to pay the difference in costs above the group rate. Original hotel invoices should be submitted with expense claims.
- (3) If the volunteer makes arrangements to reside in accommodations other than in the hotel designated by Engineers Canada, reasonable expenses will be reimbursed provided the overall expenses do not exceed the cost of hotel accommodation as secured through Engineers Canada group rates, if applicable.
- (4) When private accommodation is provided to a volunteer without charge, a gift of appreciation other than cash to the host may be provided. The maximum value of such gift is \$50 per night.

H. Meals

- (1) Meal costs (including incidental expenses) will be reimbursed in accordance with the current [Canadian Government guidelines](#). Receipts are not required.
- (2) If a meal is included in the cost of an event, transportation, or accommodation, or is already being provided by Engineers Canada (e.g. if breakfast is provided as part of a conference), the volunteer will not be reimbursed for any costs related to those included meals.

I. Spousal or partner travel

Expenses for partners or guests of volunteers will not normally be reimbursed, unless as stipulated in 7.1.1(4), above.

J. Childcare expenses

Reasonable additional expenses for childcare services are reimbursed when such services are specifically required by volunteers travelling on Engineers Canada business.

K. Medical insurance

Engineers Canada will reimburse volunteers who are travelling internationally for any additional medical coverage purchased to ensure medical protection while on Engineers Canada business. Costs for medical services required for international travel will also be reimbursed.

L. Traveller accident insurance

Any claim made by or on behalf of a volunteer under Engineers Canada's traveller accident insurance policy for accidental injury or death must be presented to the insurer by Engineers Canada within 30 days of the accident. A claim must have medical evidence from a licensed physician selected by Engineers Canada and be in agreement with a licensed physician as selected by the insurer. Claimants

must communicate and comply in a timely manner to enable Engineers Canada time to present the claim to the insurer.

M. Combining personal with business travel

Personal travel may be combined with Engineers Canada business travel provided there is no additional cost to Engineers Canada.

7.1.5 Expense reimbursement

- (1) Expenses shall be reimbursed within 30 days of receipt of the approved expense claim when proper documentation has been provided as applicable. Incurred expenses shall also be reimbursed under a force majeure event such as global pandemic.
- (2) Claims should be made within 30 days of incurring the expenses. Engineers Canada is not required to reimburse for claims received more than three months from the date the expenses were incurred.

7.1.6 Approval of expense claims

- (1) All expense claims are initially examined by the financial staff at Engineers Canada for completeness and adherence to policy. Those submitting expense claims may be asked to complete, correct and/or clarify expense claim details. If expense claim items remain unresolved, these items will be brought to the attention of the individual authorized to provide final approval of the expense claim.
- (2) The final authority for the approval of expense claims is as follows:
 - a) For the CEO: Approval by the President
 - b) For the President: Approval by the President-Elect
 - c) For Directors: Approval by the CEO
 - d) For Board committee members, including members of the CEAB and CEQB: Approval by the CEO
 - e) For other participants: Approval by the CEO
 - f) For Engineers Canada Staff: Approval by the CEO
- (3) The President will have final approval in the event that any issues arise within this approval process for volunteers.