



## Grand Challenges Canada Travel Policy

This policy governs the reimbursement of travel on Grand Challenges Canada business or using funds provided by Grand Challenges Canada, and implements the travel reimbursement requirements of the Treasury Board of Canada Secretariat and the National Joint Council of the Public Service of Canada.

### 1. INTRODUCTION

All individuals who travel on Grand Challenges Canada business or use funds provided by Grand Challenges Canada for travel are entitled to the reimbursement of travel expenses in accordance with the Special Travel Authorities of the Treasury Board of Canada Secretariat (“Special Travel Authorities”) found at [www.tbs-sct.gc.ca/psm-fpfm/pay-remuneration/travel-deplacements/sta-asv-eng.asp](http://www.tbs-sct.gc.ca/psm-fpfm/pay-remuneration/travel-deplacements/sta-asv-eng.asp), and the National Joint Council Travel Directive (“Directive”) found at [www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php), as further outlined below. For clarity, the Special Travel Authorities take precedence over the Directive.

This travel policy reflects Grand Challenges Canada’s responsibility to ensure that its reimbursement of travel expenses is consistent with accepted practices under the Special Travel Authorities and the Directive.

### 2. PURPOSE

The purpose of this travel policy is to facilitate travel in support of Grand Challenges Canada’s mission, while maintaining effective controls and promoting accountability.

This is achieved by:

- a. Ensuring funding recipients, consultants, contractors and staff travel securely, comfortably and in a cost-effective manner
- b. Facilitating the travel process so that travelers can focus their efforts on core responsibilities
- c. Providing travelers with the proper guidelines and tools to manage and control their business travel-related expenses to ensure they are consistent with the Special Travel Authorities and Directive.

### **3. APPLICATION, AUTHORIZATION AND APPROVAL OF TRAVEL**

This travel policy applies to all individuals using Grand Challenges Canada funds for travel-related expenses, including Grand Challenges Canada officers, directors, employees, funding recipients, consultants, and contractors.<sup>1</sup>

All travel must be authorized prior to the travel being undertaken. Reimbursement rates for specific travel expense categories below will be as indicated on Grand Challenges Canada's Travel Expense Reimbursement Form, which travelers must use to claim all travel expenses. These reimbursement rates are based on the rates authorized in the Special Travel Authorities and Directive, which may be revised from time to time. To the extent of any inconsistency between Grand Challenges Canada's Travel Expense Reimbursement Form and the Special Travel Authorities or Directive, the Special Travel Authorities or Directive shall govern.

### **4. USE OF A DESIGNATED TRAVEL AGENCY**

Travelers are permitted to make their own travel arrangements or use the services of a travel agency, so long as they are able to provide such documentation as is required below.

### **5. MODE OF TRANSPORTATION**

Travelers have the option of selecting a preferred mode of transportation, as long as the choice is based on the lowest available fares, using the most direct routing. To ensure compliance with this policy, Grand Challenges Canada requires that travelers keep proof of comparable fares and/or confirmation from their travel agent that the chosen fare was the lowest available fare, using the most direct route. Travelers are encouraged to book as far in advance as is reasonable to take advantage of travel discounts.

#### **a. Air**

Travelers shall endeavour to obtain the lowest possible airfare, such as by booking the reservation as early as possible. The standard fare class for air travel is economy class, including Advanced Purchase Excursion ("APEX"), charters and other reduced or discounted fares. Grand Challenges Canada will reimburse the traveler the lowest airfare available at the time of reservation, but never more than the maximum of a full-fare economy airfare. Grand Challenges Canada will limit the reimbursement of plane tickets to the lowest fare available at the time of reservation, even when the traveler chooses not to use this fare. The traveler must be able to demonstrate, with proper supporting documentation deemed satisfactory to Grand Challenges Canada, the three (3) lowest fare options available at the time of reservation. Supporting documentation can be a screenshot of each flight option from the travel booking website that clearly shows corresponding dates, departure and arrival destinations, and seat class. The cost of

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<sup>1111</sup> Exceptions to this policy may be granted in limited circumstances by the Chief Executive Officer or VP Operations, and Director of Finance and Administration, who together will ensure that there are funds available to fund any such exceptions.

necessary changes or cancellations of flights is considered a legitimate reimbursable expense and the circumstances surrounding these changes must be documented by the traveler.

**Humanitarian Program:** Travel funded by *United States Agency of International Aid (USAID)*

All employees, consultants and innovators travelling on USAID funded business must follow the 'Fly America Act', which requires travelers to use a U.S. air carrier service for all international air travel and cargo transportation services funded by the U.S. government. Appendix A provides the Fly America Act restrictions and exceptions that must be followed.

Further, all travelers travelling on USAID funded business must obtain written approval from the Agreement Officer's Representative (AOR) from the Office of U.S. Foreign Disaster Assistance, prior to booking reservations. This pre-approval is required only for international travel for meetings, conferences and trainings outside the host country. For consultants and innovators, approval requests must be sent to their Grand Challenges Canada contact who will seek written approval from the AOR.

*Personal Upgrades*

Personal miles or coupons can be used to upgrade to business class, or a traveler may opt to pay personally for the price difference between economy and business class. Documentation of the fare differentials must be clear, specific, maintained by the traveler, and included with the receipts.

*Air Mileage Programs*

Frequent flyer upgrades are facilitated by the traveler. Any associated costs are at the traveler's expense. Managing the traveler's air miles accounts is the responsibility of the traveler. Airline miles earned while traveling on Grand Challenges Canada business are retained by the traveler. Frequent flyer miles or benefits are not reimbursable by Grand Challenges Canada, even if they are used on Grand Challenges Canada business.

Grand Challenges Canada travelers are ultimately accountable for the class of ticket issued. They must be prepared to justify the purchase of non-refundable or otherwise restrictive low-fare tickets when such tickets are later cancelled or changed, resulting in additional expenses. Accordingly, due diligence is required so as to promote proper planning.

**b. Other Forms of Transportation**

Other forms of transportation will be reimbursed by Grand Challenges Canada in accordance with the allowances, as indicated in Grand Challenges Canada's Travel Expense Reimbursement Form and in Appendices B and C of the Directive.

Taxis, shuttles and local transportation services are alternatives for short trips. Actual expenses, excluding gratuities, shall be reimbursed. Receipts are only required for expenses in excess of \$12.00.

## 6. REIMBURSEMENT OF TRAVEL TIME

So long as appropriately budgeted or otherwise approved by Grand Challenges Canada, travel days of consultants, contractors and funding recipient employees will be reimbursed by Grand Challenges Canada on the basis of the daily remuneration/fee established in accordance with the applicable contract or funding agreement.

### a. Canada as Point of Origin or Destination

When the point of origin or destination is Canada, the maximum number of travel days and overnight stopovers eligible for traveling one-way is determined as follows:

- **Africa:** two (2) days, one (1) night stopover.
- **Asia:** two (2) days, one (1) night stopover
- **Caribbean:** one (1) day, no night stopover; a one (1) night stopover may be approved when, through no fault of the traveler, connecting flights are not available to complete the trip in one day
- **Europe:** two (2) days, one (1) night stopover
- **Americas:** two (2) days, one (1) night stopover
- **Pacific Islands:** two (2) days, one (1) night stopover; if the fare quote indicates that connecting flights are such that two (2) nights stopover are necessary, the allowance will be adjusted accordingly.

### b. Countries other than Canada

The maximum number of travel days and overnight stopovers eligible for traveling one-way between countries other than Canada shall be determined based on the total time of continuous air travel flying the most direct route available, as outlined below:

- **0–10 hours:** one (1) day, no night stopover.
- **10+ hours:** two (2) days, one (1) night stopover.

## 7. MEDICAL TRAVEL INSURANCE AND VISAS

It is the traveler's responsibility to obtain medications, immunizations and travel insurance (health, cancellation, baggage, etc.) required for travel. Such expenses, however, are not eligible expenses under this policy.

The costs incurred in obtaining required visas, such as the cost of registration, photographs and courier services, are eligible expenses under this policy. Costs associated with attaining passports are not considered eligible expenses under this policy.

## 8. ACCOMMODATION

Expenses for accommodation are eligible under this policy. A variety of options for accommodation are available for travel. Generally, these include hotels, motels, corporate

residences, apartments, government and institutional accommodation, and private non-commercial accommodation.

The standard for commercial accommodation is the actual and reasonable cost of a single room in commercial accommodation, in a safe environment, conveniently located and comfortably equipped. Although travelers generally stay in commercial accommodation, private non-commercial accommodation is encouraged. Both commercial accommodation and private non-commercial accommodation will be reimbursed by Grand Challenges Canada at the rate indicated in the Grand Challenges Canada Travel Expenses Claim Form and in the provisions of Clause 7.8 of the Special Travel Authorities and Appendix D of the Directive. A guide to the actual and reasonable cost of accommodation can be found at the following Internet address: <http://rehelv-acrd.tpsgc-pwgsc.gc.ca/ACRDS/preface-eng.aspx#allcityratelimits>.

## 9. MEALS

The cost of meals are eligible expenses under this policy, in accordance with the meal allowances indicated in Grand Challenges Canada's Travel Expense Reimbursement Form and specified in Appendices C and D of the Directive.

Actual expenses or the per diem rate found in Appendices C and D, excluding gratuities, shall be reimbursed. Receipts are only required when the per diem rate is not claimed.

## 10. INCIDENTALS

An incidental expense allowance is an allowance to cover the costs of items that can be attributed to a period in travel, but for which no other reimbursement or allowance is provided under this policy, and which helps offset some of the expenses incurred as a result of having to travel. The allowance is provided to cover the costs of items that can be attributed to a period in travel and includes, but is not limited to items such as; gratuities, business centre expenses, bottled water, phone calls home and shipping of some personal effects. Incidentals are eligible in accordance with the allowances indicated in Grand Challenges Canada's Travel Expense Reimbursement Form and specified in Appendices C and D of the Directive.

## 11. TIPS

As of April 1, 2017, gratuities/tips are no longer eligible and will not be reimbursed by Grand Challenges Canada.

## 12. PREPARATION AND SUBMISSION OF AN EXPENSE CLAIM

Grand Challenges Canada's Travel Expense Reimbursement Form must be used for the submission of an expense claim on Grand Challenges Canada approved travel. Travelers are encouraged to submit their expense claims as soon as possible after the end of the trip. All expenses must be supported by original receipts, except for meal expenses when using

the required per diems. Only when meal per diems are not set out in the Directive for the particular location will receipts be required for actual and reasonable meal expenses. If air travel was required for the approved trip, boarding passes must be submitted with the Travel Expense Reimbursement Form, even if Grand Challenges Canada is not reimbursing the flight cost.

For innovators and contractors who are funded by Grand Challenges Canada, travel expenses must follow this policy and all travel costs must be within the approved travel budget set out in their funding agreement with Grand Challenges Canada. So long as these two conditions are met, and the travel directly relates to the project or contract, additional approval for each travel expense by Grand Challenges Canada is not required.

Receipts should indicate the purpose of the expense, the date and the location. In instances where there are a significant number of receipts, they should be affixed to a letter-sized page to ensure that they are not lost. Where the nature or reason for the expense is not self-evident, a description of the reason for the expense should be included on the receipt.

In rare circumstances, where the traveler certifies that the receipt was lost, accidentally destroyed or unobtainable, a personal declaration may replace the receipt.

Last Updated: December 19, 2017