



Travel Policy

1. INTRODUCTION

All individuals who travel on approved Genome Canada business are entitled to the reimbursement of travel expenses as outlined in the travel policy. This travel policy reflects Genome Canada's responsibility to have in place provisions and guidelines which are reflective of accepted travel expenses reimbursement practices.

2. PURPOSE

The purpose of this travel policy is to establish provisions and guidelines for the reimbursement of expenses incurred by individuals traveling on approved Genome Canada business. Appropriateness and prudence when incurring legitimate travel expenses are the guiding principles supporting this policy. Prior approval by the President and CEO must be given for deviations from the provisions stated in this policy.

3. APPLICATION

This travel policy applies to all individuals traveling on Genome Canada business, including non-employees of Genome Canada who are asked to travel on its behalf.

4. AUTHORITIES

The following authorities are relevant to this policy:

- Genome Canada Funding Agreements
- By-Law Five
- Genome Canada Corporate Governance Manual

The kilometric rates and general allowances for private, non-commercial accommodation, meals and incidentals provided for in this policy will be reviewed and confirmed April 1 of each year. For travel outside of Canada, the kilometric rates and other general allowances including per diems for meals and incidentals will align with the provisions stated in the Government of Canada's Treasury Board Travel Directives.

5. AUTHORIZATION AND APPROVAL OF TRAVEL

All travel must be authorized prior to the travel being undertaken. Travel approval (verbal approval is deemed acceptable) implies that consideration has been given as to the necessity of the travel, and that travel arrangements accommodate both the traveler's needs and Genome Canada's operational requirements.

6. USE OF A DESIGNATED TRAVEL AGENCY

Travelers are permitted to make their own travel arrangements or use the services of Genome Canada's designated travel agency which is authorized to handle travel reservations under specific directives and guidelines.

7. MODE OF TRANSPORTATION

Travelers have the option of selecting a preferred mode of transportation as long as the choice is based on cost, duration, safety, convenience, practicality, and represents good value to Genome Canada. Travelers are encouraged to book as far in advance as is reasonable to take advantage of travel discounts. Travelers may participate in various loyalty incentive programs (airlines, accommodation, car rental, etc) provided these decisions do not result in higher travel costs for Genome Canada.

Air

The standard for air travel is economy class. Where continuous air travel exceeds nine hours (including standard scheduled stopovers), business class air travel is acceptable.

Rail

First class rail travel is permitted. This class is permitted with roomette or equivalent accommodation being provided for overnight travel. For rail travel outside of Canada, the standard for rail travel would be the equivalent to first class rail travel in Canada.

Ground

Travelers may rent cars to their destination. Travelers have the option of renting a car at their destination when it is more cost-effective and convenient than other local ground transportation modes such as taxis, limousine services and airport shuttles.

Private Car

Travelers may use their personal car for Genome Canada – approved travel. It is the traveler's responsibility, as the owner of the vehicle being used for business, to carry adequate insurance coverage for their protection and for the protection of any passengers. Travelers will be reimbursed the kilometric rate posted on the Genome Canada Expense Claim form. This rate is reviewed and confirmed April 1 of each year.

Rental Car

The recommended standard for rental cars is up to a mid-size vehicle. Rental cars beyond the recommended standard shall be authorized based upon factors such as, but not limited to, safety, the needs of the traveler and the bulk or weight of goods transported. It is the traveler's responsibility to have adequate insurance coverage for their protection and for the protection of any passengers. Collision and damage insurance for the car rental must be purchased at the time of the rental if this coverage is not provided through a credit card. Reimbursement shall include the cost of the car rental including gas charges and the insurance purchase.

Taxis

For local ground transportation, taxis, airport shuttles and limousine services are acceptable modes of transportation. Reimbursement will be for actual expenses including gratuity. All original receipts are required.

8. ACCOMMODATION

Genome Canada will reimburse expenses for overnight private, non-commercial accommodation (defined as a private dwelling or non-commercial facilities where the traveler does not normally reside) or commercial accommodation, when the traveler is on approved Genome Canada business.

A traveler who chooses private non-commercial sleeping accommodation will be reimbursed as per the rate posted on the Genome Canada Expense Claim form. This rate is reviewed and confirmed April 1 of each year.

Genome Canada will often arrange accommodation for Genome Canada - approved activities, with the basic room charge plus taxes being charged to a master account. If an individual makes their own accommodation arrangements, hotel receipts (originals) are required.

9. MEALS

For each calendar day, a traveler shall be reimbursed the applicable meal allowance for breakfasts, lunches and dinners taken while on Genome Canada approved business. Meal allowances shall be reimbursed as per the rates posted on the Genome Canada Expense Claim form. These rates are reviewed and confirmed April 1 of each year.

In the event that a meal is provided at no cost to the traveler, the corresponding per diem cannot be claimed.

10. INCIDENTALS

An incidental expense allowance will be paid for each day or part day in travel status where there is a minimum of one overnight stay. The allowance is provided to cover the costs of items which can be attributed to a period in travel, and includes but is not limited to such items as gratuities, laundry, dry cleaning, bottled water, phone calls home, and shipping of some personal effects. Business related calls, either local or long-distance, and internet connections are not included in the incidental expense allowance and will be reimbursed with presentation of appropriate invoices or receipts. Reasonable expenses for personal calls will be reimbursed with presentation of appropriate invoices or receipts.

An incidental expense allowance will be reimbursed as per the rates posted on the Genome Canada Expense Claim form. These rates are reviewed and confirmed April 1 of each year.

11. HOSPITALITY

Reasonable hospitality-type expenses may be incurred by Genome Canada employees while conducting Genome Canada business. The actual amount plus gratuities may be claimed. The submission of receipts should indicate the purpose of the expense, date, and number/name of participants.

12. PREPARATION AND SUBMISSION OF AN EXPENSE CLAIM

Genome Canada's travel expense claim form must be used for the submission of an expense claim on Genome Canada approved travel. Travelers are encouraged to submit their expenses claims as soon as possible after the end of the trip. All expenses must be supported by original receipts and boarding passes, as applicable, except for meal expenses which are reimbursed according to a per diem allowance.

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.

For Genome Canada personnel, all travel expense claims signed by their supervisor denotes authorization for reimbursement of the expenses. The expense claims of the President and CEO will be signed by the Chair of the Board of Directors. Non-employee travel expense claims will be signed by a designated Genome Canada officer.

Please forward Genome Canada's travel reimbursement claim form, signed by the claimant, together with supporting original receipts, to:

Finance Officer
Genome Canada
150 Metcalfe Street, Suite 2100
Ottawa, ON K2P 1P1

Reimbursements of claims will be by cheque or direct bank deposit to the individual.