

I. Travel Claims - Overview

Employees, directors, representatives of member or partnering organizations, and others travelling on ARAISA-related business will be reimbursed for expenses in accordance with ARAISA policies. Expenses will be reimbursed following the submission of an Expense Claim Form (Appendix C) within a maximum of 30 days of when the travel expenses are incurred. ARAISA is responsible for the administration of these guidelines and may need to obtain further clarification when necessary.

Due to budgetary considerations, ARAISA may be required to place a limit on the reimbursement for travel expenses. Given this, individuals must book their travel, **using the most cost-effective method.**

Only expenses incurred while travelling to/from and while conducting ARAISA-related business, or attending an ARAISA event, will be reimbursed. Any costs associated with additional days of travel / stay for personal reasons will be borne by the claimant. Copies of all itemized receipts are required for all expenses other than per diem allowances and mileage. A physical copy may be required under some funding agreements.

Reimbursement of travel expenses is limited to the equivalent of the least expensive most direct form of transportation from the claimant's office location. For example, if an employee or event participant chooses to drive a privately-owned vehicle to a distant event destination, rather than fly, a copy of an airfare quotation along with the mileage claim is required. In such a case, ARAISA will only reimburse up to a maximum of the airfare quotation.

A claimant travelling to or from a destination that is not their office location must ensure that a comparative quotation, made within 24 hours of booking actual travel, is enclosed with their expense form. ARAISA will reimburse the actual expense, or the equivalent of the quoted airfare from the claimant's office location, whichever is least.

In cases where travel expenses (mileage and per diem) are covered by another organization at a rate lower than the ARAISA-provided [National Treasury Board \(NJC\)](#) rate, ARAISA will reimburse the difference. This reimbursement is dependent upon obtaining approval before the submission of the claim. The claim must clearly state what has been covered by the other organization, and the expense claim submitted to the other organization must be attached as supporting documentation.

When travelling on ARAISA business, travellers assume full responsibility for any loss, theft, or damage to their personal belongings, including electronic equipment.

Individuals and Member or Partnering Organizations – Claims should be submitted either by:

- The individual directly to ARAISA using the Expense Reimbursement form (Appendix C). Digital copies of receipts must be submitted with the form. Original receipts must also be submitted if required by the funding agreement, or;
- The member or partnering organization directly invoicing ARAISA for the incurred expenses that have been reimbursed by the member or partnering organization to the individual. In this case, the invoice needs to indicate the name of the individual and a breakdown of expenses. Copies of all receipts must be included with the invoice.

II. Mileage, Taxi & Public Transportation, Parking, and Tolls

Travel by privately owned vehicles

Privately owned vehicles may be used on ARAISA business but under no circumstances will ARAISA accept responsibility of liability for claims arising from such use. If you are travelling to the meeting with your own vehicle, kilometres traveled will be reimbursed based on the rates below from the [National Treasury Board \(NJ\)](#), and the mileage must be calculated to and from the organization's main office. When claiming the use of a personal car for travel, the claim is limited to the **lower cost** that would be otherwise incurred. For example, the lesser of a one-day car rental plus gas and insurance and mileage reimbursement for the same trip in the employee-owned car using the kilometre rate. Similarly, reimbursement for mileage cannot exceed the cost of the air travel if that is an option.

The owner must ensure that:

- They are in possession of a valid driving license;
- Have insurance coverage of at least \$1,000,000 for both personal injury and third-party liability;
- The vehicle is in good working condition ensuring the driver's and passengers' safe travel.

Car-pooling:

- Should be used whenever possible;
- Only one person may claim the kilometre rate;
 - The claim should also include the name(s) of the travellers other than the owner;
- Other travellers may not claim the kilometre rate.

Costs Not Covered:

- **Fuel costs are not reimbursed** when a privately-owned vehicle is used and the kilometre rate is claimed;
- Maintenance and insurance costs are not subject to reimbursement.

Travel by rented vehicle

Representatives of member organizations travelling for ARAISA-related business will be reimbursed for rental vehicle and gas expenses by submitting **copies of original receipts** and the Expense Reimbursement Form (Appendix C) if this is the least expensive, **most direct form of transportation possible**.

Travel by Taxi or Public Transportation

Taxi fares, including reasonable tips, to/from airports, hotels, and meeting places while on ARAISA business, when other travel methods are not appropriate or available, are reimbursable. Sharing taxis or taking public transportation, where appropriate, is encouraged. **Copies of original receipts are required.**

Parking & Tolls

- **Parking** charges at accommodation and meeting venues are eligible for reimbursement with an accompanying **copy of the original receipt**.
- **Toll** charges, such as bridge crossings and highway tolls, can be claimed with **copies of the original receipts**.

Important Notes

- Costs incurred due to any violation of laws, such as, but not limited to, inappropriate parking tickets, speeding fines, etc. are the responsibility of the employee and/or participant, and are not reimbursable.

III. Travel by Air

Flight expenses are reimbursed up to an amount not exceeding the economy rate when travelling by the most direct route, considering all the circumstances (e.g., flight availability or meeting schedules). To obtain the best commercial travel rates, tickets should be booked at least two weeks in advance of travel, whenever possible.

Individuals must either book their flight tickets through ARAISA's designated travel agency or select an option provided by ARAISA, in which case ARAISA will book the flights directly on their behalf.

Costs Covered:

- If required, ARAISA will reimburse up to one checked piece of luggage.
- Employees and representatives of member organizations may participate to personal advantage in frequent flyer programs so long as all decisions regarding carriers are made first with due regard to the best available flight prices and times.
- Reasonable taxi, or public transportation costs to and from the airport, are eligible to be claimed and must be accompanied by **copies of the original receipts**. Mileage and parking charges at the airport can be claimed where it is more practical and economical compared to the cost of taking public transportation, when available, or taxi.

Costs Not Covered:

- **ARAISA will not reimburse the cost of flights that were not booked via the ARAISA-designated travel agency, or if the flights were not booked on your behalf by ARAISA.**
- Add-ons including seat selection, travel insurance, additional or oversized/overweight checked luggage, and seat upgrades shall not be reimbursed, unless there are accommodation requirements or exceptional circumstances to be considered, in which case, approval prior to purchase is necessary.
- Employees and member organizations will not be reimbursed for additional costs incurred by taking indirect routes or making stopovers for personal reasons.
- Flight change fees or flight cancellation fees will not be reimbursed, except in circumstances beyond the traveller's control or where approval has been provided by ARAISA. In such cases, the individual must make alternative arrangements by contacting the ARAISA-designated Travel Agent.

If you are travelling to or from a destination that is not your office location, please ensure that a comparative quotation, made within 24 hours of booking the actual travel, is enclosed with your expense form.

IV. Accommodation and Meals

Overnight Accommodation

ARAISA will reimburse staff and member organizations for overnight accommodation required during official meetings.

Costs Covered:

- Up to \$50.00 per night for private non-commercial accommodation (friends, relatives, etc.), where costs are incurred (e.g., small gift in lieu). Private accommodation claims must be a statement of costs signed by the claimant or;
- At rates in accordance with the [Public Services and Procurement Canada](#) list.

- When ARAISA is coordinating accommodations, representatives of member organizations are responsible for registering by the event deadline and must indicate their need for a hotel room on the registration form, or use the link provided by ARAISA to reserve their room with the approved hotel(s).
- **When not directly coordinated by ARAISA**, all hotel claims must be accompanied by **copies of the original receipts**. Only the cost of hotel rooms (incl. taxes and levies) at single occupancy rates is to be included.
- ARAISA will reimburse accommodation costs starting from the night before the event begins and for no longer than the night after it ends, provided the meeting schedule does not allow for same-day travel.

Costs Not Covered:

- Meals, bar services, movies, etc. are the responsibility of the individual and must be paid upon checking out of the hotel.
- Additional expenses related to travelling with spouses, children, or other guests, are not reimbursable.
- Any individual who fails to cancel a room reservation if accommodation is no longer required, will be billed directly for any 'no show' charges.

Meals

ARAISA will pay for meal allowances for employees and representatives of member organizations, when travelling outside of their home community on ARAISA business. Participants and other stakeholders attending ARAISA-authorized events will be reimbursed in accordance with the funding available.

Meal allowances are based on the per diem rates published by the [National Joint Council \(NJC\)](#) for the travel period and indicated on the Expense Claim Form (Appendix C). These rates are to be used unless restricted by the funder and clearly stated prior to the claim. **Receipts are not required for meals when applying the per diem rate.**

On the first and last day of travel, travellers **must be in travel status** during the meal period to claim the meal:

- Breakfast: eligible when travelling on the road before or at 8 a.m.
- Lunch: eligible when travelling before or at 12:00 p.m. / (two hours before/after the event).
- Dinner: eligible when travelling on the road at or after 6:30 p.m.

For example, a traveller who departs from home at 8:15 AM may not claim breakfast that day, and if the traveller returns from a trip at 6:00 PM, they may not claim dinner.

The time guidelines for domestic flights are as follows: Participants should plan to arrive at the airport two hours before their flight. Meals purchased within this 2-hour window, plus the time needed to travel to the airport, are eligible for reimbursement, if they align with the eligibility periods mentioned above. For example, if an individual requires 30 minutes to travel to the airport for an 11:00 AM domestic flight, they should leave at 8:30 AM, which falls outside the eligibility window, so breakfast would not be covered. If the individual departs their residence at 11:30 AM for a 2 PM domestic flight, the lunch will be covered.

When a full meal is provided (e.g., lunch at an event, breakfast included in the hotel rate, etc.), a per diem amount will not be paid for that meal. This includes circumstances where, as a matter of preference, the person on travel status chooses to eat elsewhere. Individuals with food allergies or dietary restrictions should clearly communicate their requirements to the venue to ensure they may be accommodated.