



Travel Policy	
Effective Date	July 1, 2015
Purpose	That travel expenditures are managed with prudence and probity and represent the most economic and efficient use of funds given the nature of the activity in relation to the achievement of the Canada Council for the Arts core mandate.
Scope	Canada Council for the Arts (Council)
Responsibility	Employees and Board members of the Canada Council for the Arts
Accountability	Director, Finance and Administration/Chief Financial Officer (CFO)
Documentum File No	
Related Canada Council Policies	Hospitality Policy, Performance Ticket Reimbursement Policy, Values and Ethics, Relocation Policy, Delegation of Authority

1. OBJECTIVE

That travel expenditures are managed with prudence and probity and represent the most economic and efficient use of funds given the nature of the activity in relation to the achievement of Council's core mandate.

The principles stated in this Policy should apply for all travel authorized for Council's business.

2. DEFINITIONS

Blanket travel authority: authorization for travel which is continuous or repetitive in nature, with no variation in the specific terms and conditions of trips and where it is not practical or administratively efficient to obtain prior approval from the employer for each individual trip. Any exceptions to the blanket travel authority (BTA) parameters shall require that the individual trip be specifically approved, prior to travel status, where possible.

Employee: a person who is employed by the Council and includes:

- a. Regular full-time – a permanent employee who regularly works 37.5 hours per week on average.
- b. Regular part-time – a permanent employee who regularly works less than 37.5 hours per week.
- c. Term – an employee hired for a defined period of at least six (6) months.
- d. Casual – an employee who is hired for a defined period of less than six (6) months, or is assigned work on an intermittent basis.

Travel status: occurs when an employee or traveller is on authorized business travel.

Traveller: a person who is authorized to travel for Canada Council business (including Board members, Investment committee members, consultants, peer assessors)

3. ADMINISTRATIVE RESPONSIBILITY

3.1 The **Audit & Finance Committee** of the Board of Directors is responsible for:

3.1.1 Approving the total annual budgets for travel

3.1.2 Reviewing on a quarterly basis the travel expense claims of the Director and Board members.

3.1.3 Reviewing on an annual basis the total travel expenses for the Council.

3.2 The **Director and Chief Executive Officer** (CEO) is responsible for:

3.2.1 Recommending the Council total annual budgets for travel and approves the divisional travel budgets.

3.2.2 Ensuring that effective oversight and control mechanisms are in place so:

- a. An accountability framework and decision support and reporting system is in place to manage approval processes, including to support necessary Director and CEO approvals;
- b. Means to avoid or minimize travel costs have been considered in the approval process, including: the use of virtual presence and other remote meeting solutions whenever available and appropriate to meet the objectives; ensuring the most economical means considering the location and the scale of activities or events; the minimum number of appropriate attendees are selected; and that travel is targeted to the Council's mandate, provides value for money and is justified;
- c. Individual proposals for travel are reasonable and appropriate and support the Council's mandate, objectives and priorities;
- d. Expenditures with respect to the annual budgets for travel are reviewed at least quarterly and managers with financial authorities have access to timely reporting to support effective monitoring and fiscally prudent decisions; and
- e. The requirements for travel authorization set out in Appendix 1 are applied.

3.2.3 Disclosing the total annual expenditures for travel for the Council to the Audit and Finance Committee of the Board of Directors, including a brief description of variances from the previous year's actual expenditures. The timing of this disclosure is to coincide with the presentation and endorsement of the Annual Financial Statements.

3.3 The Director of Finance and Administration, **Chief Financial Officer** (CFO) is responsible for:

3.3.1 Providing the Director and CEO with independent and objective advice and recommendations on the annual budgets and proposals, priorities and expenditures pertaining to the management of travel expenditures.

3.3.2 Supporting the Director and CEO and other Executive Management Group members in establishing sustainable and robust plans, policies, financial management systems, decision support information, monitoring and reporting necessary to meet the requirements of this policy.

3.3.3 Supporting quarterly reviews of expenditures necessary to meet the requirements of this policy.

3.3.4 Ensuring that delegated financial authorities and associated responsibilities relative to travel are clearly communicated, and adhered to by managers.

3.4 **Managers with delegated financial authorities** are responsible for:

3.4.1 Ensuring within their areas of responsibility:

- a. Means to avoid or minimize travel costs have been considered in the approval process, including: the use of virtual presence and other remote meeting

- solutions whenever available and appropriate to meet the objectives; ensuring the most economical means considering the location and the scale of activities or events; the minimum number of appropriate attendees are selected; and, that travel is targeted to the Council's core mandate, provides value for money and is justified;
- b. Individual proposals and expenditure decisions for travel demonstrate that they are necessary to achieve Council's core mandates, objectives or priorities while demonstrating value for money;
 - c. Expenditures with respect to travel are monitored throughout the year and are reviewed as part of quarterly reviews, recurring travel trips are periodically assessed to ensure continued relevance; and
 - d. The specific requirements for travel authorization set out in Appendix 1 are applied.

3.4.2 Ensuring that directives relative to travel are clearly communicated to, and adhered to, by all travellers within their areas of responsibility.

3.5 The **Head of Finance** is responsible for the interpretation and administration of this policy and the Director, Finance and Administration and **CFO**, has the final authority for this policy and its subsequent changes.

4. POLICY, STANDARDS AND PROCEDURES

Council must at all times maintain effective oversight mechanisms, accountabilities and controls in place for travel to ensure:

- a. expenditures incurred are focused on achieving the Council's core mandate;
- b. expenditures are minimized and where they are necessary are managed in an effective, efficient and economical manner;
- c. employees considered if virtual presence or other remote meeting solutions can be used to meet operational requirements; traveller considered most appropriate selection of the mode of transportation and accommodation.

4.1. Planning

4.1.1 Prudent planning for travel applies to both Council employees and non-employees. Travel is to be avoided where cost efficient alternatives are appropriate and available. Virtual presence, teleconference, videoconference and other remote meeting solutions are to be considered for every travel situation, and if not used, the reason is to be documented in the pre-authorization travel form (Appendix 1).

4.1.2 The following categories of travel are to be identified and form part of the travel authorization for expenditure initiation for each proposed trip:

- a. Travel that is required in support of the direct delivery of the core mandate of Council or legislative or legal requirements;

- b. Travel that is necessary to engage key stakeholders in relation to policy, program or regulatory development or renewal or other matters that support the Council's ongoing working relationship or operations with such communities;
- c. Travel that is necessary to support sound internal governance including management meetings and Board meetings/committee meetings, or that is necessary for the recruitment or hiring of employees;
- d. Travel to enable the training of employees to meet the assigned duties of their positions;
- e. Other travel. Where "other travel" is selected as the category for the travel a detailed explanation regarding the purpose of the travel is required as part of the travel authorization.

4.1.3 The number of travellers is to be limited to the minimum necessary to deliver the business of Council.

4.1.4 The most economical means is to be selected given the nature of the trip when booking transportation, accommodations and meeting facilities. Where possible the travel arrangements should be booked in advance to obtain optimal discounted rates.

4.2 Travel Authorization

4.2.1 The Director and CEO may delegate the authority to approve travel to members of the Executive Management Group, Heads of Sections and Managers.

4.2.2 For expenditure initiation purposes and, at a minimum, the authorization form included in Appendix 1 must be completed for employees.

4.2.3 All travel must be pre-approved by the delegated manager of the traveller. Director and CEO travel must be pre-approved by the Director of Finance and Administration and CFO or by the Corporate Secretary.

4.2.4 All international travel must be pre-approved by the Divisional Director.

4.3 Reporting and Control

4.3.1 Council shall maintain appropriate internal controls and an associated monitoring system in place to support periodic reviews of travel expenditures. This will also contribute to the validation of the annual report on the total annual spending on travel as set out in provision 3.1.3.

4.3.2 Council shall proactively disclose, on a quarterly basis, all travel expenses for selected senior officials on its website.

4.3.3 Any exception to this policy must have the prior written approval of the Director and CEO.

4.3.4 The CFO is responsible for supporting the Director and CEO by overseeing the implementation and monitoring of this Policy; bringing to the Director and CEO's attention any significant difficulties, gaps in performance or compliance issues and

developing proposals to address them; and reporting significant performance or compliance issues to the Audit and Finance Committee of the Board of Directors.

5. CONSEQUENCES

5.1 In instances of non-compliance, the Director and CEO is responsible for taking corrective measures with those responsible for implementing the requirements of this Policy.

5.2 In support of the responsibility of the Director and CEO, the CFO is to ensure corrective actions are taken to address instances of non-compliance with the requirements of this Policy. Corrective actions can include: requiring additional training, changes to procedures and systems, the suspension or removal of blanket authority or removal of delegated authority, disciplinary action and other measures as appropriate.

Appendix 1: Pre-travel Authorization form for Employees

Element	Description
A. Objective	Summary of the objective of the travel
B. Category	Include the applicable category from 4.1.2.
C. Traveller	Identify the traveller, position.
D. Virtual presence or other remote meeting solutions	Rationale why virtual presence or other remote meeting solutions were not applied
E. Number of travellers	Rationale for the number of travellers as it relates to the suitability of the named traveller for the stated objective
F. Mode of transportation	Identify the estimated cost and rationale for the use of all of the applicable modes of transport: air, rail, bus, ferry, taxi, personal motor vehicle, rental motor vehicle, public transit or other mode (as set out in the <i>Travel Directive</i>)
G. Accommodations	Identify the estimated cost and rationale for accommodation (as set out in the <i>Travel Directive</i>)
H. Meals	Identify the estimated cost of the meals based on the meal allowances set out in the <i>Travel Directive</i> and excluding those meals that are paid as part of an event or the mode of transportation
I. Incidentals and other costs	Identify the estimated cost of the incidentals and other costs as set out in the <i>Travel Directive</i>

Blanket travel authorization can be provided by the CFO for travel which is continuous or repetitive in nature, with no variation in the specific terms and conditions of trips and where it is not practical or administratively efficient to obtain prior approval from the employer for each individual trip. Any exceptions to the blanket travel authority (BTA) parameters shall require that the individual trip be specifically approved, prior to travel status, where possible.