

Highlights of the Rules and Procedures on Business Travel

(For complete rules and procedures see iO)

Effective: October 26, 2016

All non-programming travel must be pre-approved as follows:

Travel		Required Pre-approval
Local Travel		Verbal, from manager
Business travel	within Canada	Electronic* or Written, from manager
	outside of Canada	Written from Component Vice-President
	VP within Canada	Not required
	VP outside of Canada	Written from President and CEO
	Emergency travel	Verbal from manager

* Request for approval is automatically sent when travel is reserved with HRG. Travel Arrangements

All business travel arrangements including all changes and cancellations of travel arrangements must be made through the Corporation's travel service provider (HRG). NOTE: Air/rail fares reserved with HRG are billed to a central account and do not require an expense claim.

Air Travel

CBC/Radio-Canada's preferred airline carriers must be used unless the travel time or the airfare is significantly decreased by using an alternate carrier.

All travellers should select the lowest logical airfare and must use economy class (Air Canada Latitude is not permitted).

The Senior Executive team is permitted to fly business class for flights in excess of 850 km (one way).

Spouse/Partner Accompaniment during Business Travel

CBC/Radio-Canada does not pay for or reimburse travel expenses, including HRG fees, for a spouse or partner who accompanies a traveller.

Combining Personal and Business Travel

Employees are permitted to combine personal and business travel on the same trip provided there is no additional cost charged to CBC/Radio-Canada, if pre-approved by the traveller's manager.

Rail Travel

Travellers must use Via Rail for all domestic trips by rail, and may travel by business class (VIA 1), when available.

All other travel by rail must be in economy class unless impractical or unavailable.

Vehicle Rental

Rental vehicles may be used where, in the opinion of the manager responsible for the traveller, this mode of travel is economical and practical. CBC/Radio-Canada's preferred rental vehicle suppliers must be used, where available.

Use of a Privately Owned Vehicle

A traveller's privately owned vehicle may be used, subject to travel pre-approval by his manager, where in the opinion of the traveller's manager, this mode of travel is economical and/or practical.

CBC/Radio-Canada reimburses the use of personal vehicles at a standard rate of \$0.50 per kilometer which covers all vehicle costs other than parking and tolls.

Commercial Accommodation

CBC/Radio-Canada's preferred hotels must be used, unless it is impractical, unfeasible or not available. Travellers must reserve a standard room. Club floors or premium rooms are not permitted unless there is no additional cost.

Non-Commercial Accommodation

Travellers are entitled to claim the following rates:

- In Canada – \$50.00 CAD per night
- Outside Canada – \$50.00 USD per night

Note: Vacation rental sites are not considered commercial accommodation and must not be used for business travel.

Taxis

CBC/Radio-Canada reimburses travellers for the cost of taxis (including a tip) in connection with business activities, with approval from the traveller's manager.

Travellers must only use taxis when more economical means of transportation (hotel vans, shuttles, etc.) are not available or practical. Travellers must use licensed taxis.

Per Diems

CBC/Radio-Canada pays travellers a per diem for each breakfast, lunch and dinner (where applicable). Travellers cannot claim a meal per diem for any expenses that have already been paid by the Corporation or by another provider.

Per Diem Rates (effective April 1, 2017)

Allowance	Canada	CBC/Radio-Canada North	U.S	Other Locations
Breakfast	\$17.15 CAD	\$23.85CAD	\$17.15 USD	As per Treasury Board Approved Rates now hosted on the National Joint Council site
Lunch	\$18.05 CAD	\$26.60 CAD	\$18.05 USD	
Dinner	\$45.95 CAD	\$57.10 CAD	\$45.95 USD	
Incidentals	\$17.30 CAD	\$17.30 CAD	\$17.30 USD	
TOTAL	\$98.45 CAD	\$124.85 CAD	\$98.45 USD	

Travellers may claim per diems if the following conditions are met:

- Breakfast – travel from home/office starts before 7:00 am.
- Lunch – departure is before 11:30 am. and arrival is after 1:00 pm.
- Dinner – travel starts before 6:00 pm and return is after 7:00 pm

Incidentals – for each day or part day they are on business travel where the trip includes an overnight stay.

Travellers are entitled to claim CBC/Radio-Canada North meal allowances for all locations north of the 55th parallel of latitude.

Other Reimbursable Travel-related Expenses

CBC/Radio-Canada reimburses the following expenses to travellers, provided they are necessary, and reasonable:

- Parking (excluding valet)
- Personal telephone costs for travel outside of Canada and US (at the discretion of the manager)
- Remote computer access costs for business purposes
- Printing costs for business purposes
- Tips, when reasonable and required for the transportation of baggage containing technical equipment

Non-Reimbursable Travel-related Expenses

The following are expenses which are NOT reimbursable:

- Airline club dues/ Frequent traveller program costs
- Air phone usage
- In-flight movies and/or refreshments
- Hotel room movies and/or mini-bar service
- Personal articles (i.e. toiletries, magazines, etc.)
- The purchase of luggage
- Barber or hairstylist expenses
- Premium seat upgrades
- Laundry service
- Passports, for travellers who are not based in foreign countries
- Credit card fees for cash advances when using a personal credit card
- Additional health and life insurance purchased for travel outside of Canada
- Drivers licences
- Personal car insurance or registration
- Tips, other than mentioned above and taxi

Expense Claims

All claims must be substantiated by:

- Dates and the reason for the trip;
- Clearly scanned original vendor receipts for each item (except per diems and mileage);
- Approved BTA form (or BTA number), where applicable;
- Approved Employee Expense Reimbursement Exception Form;
- Approved Travel, Conferences and Events Pre-Approval form (where travel not reserved with HRG)

Corporate Credit Cards

Employees who have a corporate credit card must use this card for all individual expenditures, where the card is accepted.