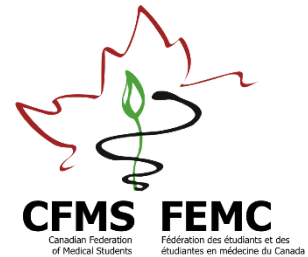


**CANADIAN FEDERATION OF MEDICAL STUDENTS
(CFMS)
CFMS Travel Policy**



APPROVED BY THE CFMS GOVERNANCE COMMITTEE ON MARCH 30, 2019

Prepared by: CFMS Finance, Audit, and Human Resources Committee
(2018-2019)

Definitions

1. In this document, unless the context otherwise requires:
 - 1.1. “Authorizer” means the CFMS Vice-President (VP) Finance or CFMS President in their roles as Signing Officers of the organization.
 - 1.2. “Board” means the whole CFMS Board of Directors as defined by the CFMS By-laws.
 - 1.3. “CFMS General Assembly” refers to the collective group of voting members at any given CFMS general meeting.
 - 1.4. “Finance, Audit, and Human Resources Committee” refers to the collective group of CFMS members comprising such committee as outlined in the CFMS Finance, Audit, and Human Resources (FAHR) Committee Terms of Reference, hereafter referred to as the “FAHR Committee.”
 - 1.5. “Policy” means the CFMS Travel Policy.
 - 1.6. “Official Business” means any reason for an individual to travel in order to fulfill their duties within their substantive portfolio or assignment, including internal (e.g. General Meetings, Board Meetings) and external (e.g. International Federation of Medical Student Associations, Canadian Medical Association, Association of Faculties of Medicine of Canada, Canadian Residency Matching Service) meetings.
 - 1.7. “Approved Traveler” is comprised of two components:
 - 1.7.1. “Approved” meaning the following procedure has been followed:
 - 1.7.1.1. Travel has been sanctioned in writing or by electronic email by an Authorizer prior to making any expenditures, even those outlined within this document;
 - 1.7.1.2. In the event that the travel is specifically outlined and approved within the existing CFMS Budget, the travel shall be automatically considered approved without further written confirmation, unless explicitly communicated otherwise by an Authorizer, or their designate, in advance of the anticipated travel.
 - 1.7.2. “Traveler” meaning any individual, travelling on Official Business of the CFMS, including, but not limited to:
 - 1.7.2.1. Members of the CFMS Board of Directors;
 - 1.7.2.2. Employees or Contractors;
 - 1.7.2.3. National Officers;
 - 1.7.2.4. Representatives or Delegates to Affiliated Organizations and Committees, and Member Schools;
 - 1.7.2.5. CFMS members subsidized in whole, or in part, by the CFMS.

Purpose

2. The Travel Policy is a policy established to:
 - 2.1. Set out the specific travel expenses eligible for reimbursement by an Approved Traveler;
 - 2.2. Outline the expectations and responsibilities for Approved Travelers; and
 - 2.3. Standardize expense reimbursement procedures for an Approved Traveler; and
 - 2.4. Outline the expense reimbursement timeline that Approved Travelers may expect from the CFMS.

Policy Statement

3. Statutory Statement

- 3.1. This Policy applies to all Approved Travelers and does not apply to CFMS members travelling to attend meetings on behalf of their respective medical society or school without subsidy from the CFMS.
- 3.2. In the event that the Approved Traveler is also eligible for reimbursement from a third-party, the Approved Traveler is expected, to a reasonable extent, to first utilize the third-party reimbursement process and file for reimbursement from the CFMS for any remaining expenses.
 - 3.2.1. Any expenses previously reimbursed by any other party are not eligible for reimbursement from the CFMS.

4. Intercity Modes of Transportation

- 4.1. Approved Travelers are expected to utilize the least expensive means of travel as is reasonable to efficiently transport them to their final destination within a reasonable timeline, within the following fare guidelines, with student or CFMS discounts applied if available:
 - 4.1.1. Air Travel – lowest economy class fare up to standard economy or equivalent.
 - 4.1.1.1. Flights purchased using frequent flyer points are not eligible for reimbursement.
 - 4.1.2. Train Travel – lowest economy class fare up to standard economy or equivalent.
 - 4.1.3. Bus/Ferry Travel – lowest economy class fare up to standard economy or equivalent.
 - 4.1.4. Personal Automobile Travel – mileage will be reimbursed at a rate of \$0.40 per kilometer (\$0.40/km), with no additional reimbursement for gas expenses.
 - 4.1.4.1. The amount reimbursed for Personal Automobile Travel is not to exceed the cost of air travel as outlined in Clause 4.1.1.
- 4.2. Rental cars expenses will be reimbursed only if deemed the most economic and efficient method of transportation and at the discretion of the VP Finance in advance of the reservation. The CFMS will not be responsible for loss, damage, or liability for vehicle rental by Approved Travelers.
 - 4.2.1. Use of a rental car excludes the Approved Traveler from claiming the “Personal Automobile Travel” mileage rate; however, gas expenses will be eligible for reimbursement.
- 4.3. Baggage fees will be reimbursed as follows:
 - 4.3.1. Any expenses for cabin carry-on baggage fees will normally be reimbursed.
 - 4.3.2. Any expenses for checked baggage fees for travel less than five (5) days will be reimbursed only if the Approved Traveler is transporting material on behalf of the CFMS (e.g. projectors, boxes, banners) that requires the baggage in question.

- 4.3.3. Any expenses for checked baggage fees for travel five (5) or more days will normally be reimbursed.
- 4.4. Cancellation fees arising from failure to cancel transportation reservations will not be reimbursed unless explicitly approved by the VP Finance or extenuating circumstances exist.
- 4.5. Travel expenses of any companion will not be reimbursed unless explicitly approved in advance by the VP Finance (e.g. spouse or assistant travel due to extenuating circumstances).

5. Intracity Modes of Transportation

- 5.1. Approved Travelers are expected to utilize the least expensive means of travel to efficiently transport them, and their colleagues, to and from the meeting location, within the following guidelines:
 - 5.1.1. Shuttle, Taxi, or Rideshare (e.g. Uber, Lyft) Travel
 - 5.1.1.1. The least expensive means of travel for airport to city-centre (or vice-versa) travel is automatically approved.
 - 5.1.1.2. Taxi or rideshare travel is automatically approved for airport to city-centre (or vice-versa) travel occurring between the hours of 2200 and 0600 local time.
 - 5.1.1.3. Taxi or rideshare travel is automatically approved for accomodation to meeting (or vice-versa) travel if the walking distance exceeds 20 minutes or the Approved Traveler is transporting materials on behalf of the CFMS (e.g. projectors, boxes, banners).
 - 5.1.1.4. Taxi or rideshare travel for accomodation to meeting (or vice-versa) travel for walking distances less than 20 minutes will not be reimbursed unless explicitly approved by the VP Finance or extenuating circumstances exist (e.g. inclement weather, personal reasons).
 - 5.1.2. Personal Automobile Travel – mileage will be reimbursed at a rate of \$0.40 per kilometer (\$0.40/km), with no additional reimbursement for gas expenses.
 - 5.1.2.1. The amount reimbursed for Personal Automobile Travel is not to exceed the cost of air travel as outlined in Clause 4.1.1.
 - 5.1.2.2. Expenditures for reasonable parking costs may be reimbursed if the amount does not exceed the cost of a taxi.
- 5.2. Rental cars will be reimbursed only if deemed the most economic and efficient method of transportation and at the discretion of the VP Finance. The CFMS will not be responsible for loss, damage, or liability for vehicle rental by Approved Travelers.
 - 5.2.1. Use of a rental car excludes the Approved Traveler from claiming the “Personal Automobile Travel” mileage rate; however, gas expenses will be eligible for reimbursement.
- 5.3. Cancellation fees arising from failure to cancel transportation reservations will not be reimbursed unless explicitly approved by the VP Finance or extenuating circumstances exist.

6. Accommodations

- 6.1. If accommodations have been planned by the CFMS or a third-party, Approved Travelers are generally expected to utilize these accommodations. Exceptions may be granted at the discretion of the VP Finance.
- 6.2. Approved Travelers are expected to take every means to minimize costs incurred for accommodations, including measures such as room-sharing, finding less expensive rates at hotels, and billeting when appropriate.
 - 6.2.1. Notwithstanding Clause 6.2, Approved Travelers for specific meetings are permitted to stay at the hotel accommodating most attendees of the meeting.
 - 6.2.2. Accommodations booked by the CFMS are generally booked at a double occupancy rate, at the discretion of the CFMS VP Finance. If an Approved Traveler otherwise requests a single occupancy accommodation, they will be responsible for covering any additional expenses that may apply.
 - 6.2.3. In the event an Approved Traveler has arranged their own billet or private accommodation in spite of Clause 6.1, the Approved Traveler shall notify the CFMS as soon as these arrangements are made and no less than sixty (60) days prior to travel if the CFMS has arranged accommodation.
 - 6.2.3.1. If private accommodation has been appropriately arranged as per Clause 6.2.3, the Approved Traveller shall be reimbursed at a rate of \$40.00 per night.
- 6.3. Approved Travelers may be reimbursed for the night before the start of a meeting that begins before 1200 (noon) local time and/or the night of the end of a meeting that ends past 1800 local time.
- 6.4. Cancellation fees arising from failure to cancel accommodation reservations will not be reimbursed unless explicitly approved by the VP Finance or extenuating circumstances exist.
- 6.5. Child/dependent care may be reimbursed if approved in advance by the VP Finance.

7. **Meals and Incidentals**

- 7.1. Approved Travelers are expected to take every means to minimize costs incurred for meals and incidentals.
- 7.2. The purchase of meals that are otherwise provided for by the CFMS or by a third-party will not be reimbursed.
- 7.3. Beginning two (2) hours prior to the initial intercity departure time and concluding upon arrival back to the Approved Traveler's home or final return city, meal expenses are eligible for reimbursement within the following guidelines, which include all taxes and gratuities to a reasonable amount (not to exceed eighteen [18%] percent of the bill, excluding sales tax):
 - 7.3.1. Breakfast – \$15 maximum
 - 7.3.2. Lunch – \$25 maximum
 - 7.3.3. Dinner – \$35 maximum
 - 7.3.4. Incidentals – \$10 maximum
 - 7.3.4.1. If the trip exceeds seven (7) days, incidentals may include laundry services if approved in advance by the VP Finance.
- 7.4. The purchase of alcoholic beverages will not be reimbursed unless organized as part of a larger social function approved in advance by an Authorizer.

8. **Business Supplies and Computer Use**

- 8.1. Conference and seminar registration fees, including fees for required conference activities, will be reimbursed.
 - 8.1.1. Optional conference activities (e.g. golf tournaments, registration fees for other individuals) will not be reimbursed unless approved by an Authorizer.
- 8.2. Approved Travelers are expected to arrange photocopies in advance of travel through the CFMS Office (if available) or using the least expensive method in the individual's home centre.
 - 8.2.1. Approved Travelers will otherwise be reimbursed for reasonable and necessary office expenses while traveling as deemed appropriate by the VP Finance.
- 8.3. Internet connection rental will generally not be reimbursed unless deemed necessary by an Authorizer. Individuals are expected to access the Internet using low-cost Internet café's or free access as available.
- 8.4. Internet connection while travelling on a flight will generally not be reimbursed unless deemed necessary by an Authorizer. Approved Travelers are expected to absorb these costs.

9. **Hospitality**

- 9.1. Hospitality may be extended to third-parties by an Authorizer for the purposes of business meetings as explicitly budgeted in the CFMS Budget.
 - 9.1.1. Other hospitality must be approved in advance by the VP Finance.
- 9.2. Alcoholic beverages will not be reimbursed.
- 9.3. Individuals extending hospitality for business purposes must provide a complete list of names and organizations attending the lunch/dinner/hospitality function.

10. **International Travel**

- 10.1. Passport application fees will not be reimbursed.
- 10.2. Visas for international travel will be reimbursed.
- 10.3. Required immunizations and malaria prophylaxis for international travel will be reimbursed. Individuals are encouraged to absorb these costs if possible.
 - 10.3.1. Other special immunizations or non-required malaria prophylaxis for international travel will not be reimbursed.

Effective Date

11. The CFMS Travel Policy shall be effective as of the date the Policy is approved by the Board following a review by the Governance Committee, unless another date is specified by the resolution of such approval.

Responsibilities

12. **Compliance**

- 12.1. The FAHR Committee shall ensure ongoing compliance with the Policy and its associated appendices.
- 12.2. The FAHR Committee shall be immediately notified of any violation of the Policy or its associated appendices and shall recommend a resolution of the violation to the Board in-line with best governance and financial practice.
 - 12.2.1. In the event the violation exists as a result of the actions of the Board, the FAHR Committee's recommendation shall stand as the resolution decision.

- 12.3. In the event of a discrepancy between the Policy and other CFMS documents:
- 12.3.1. The CFMS By-laws shall supersede the CFMS Travel Policy; and
 - 12.3.2. The CFMS Finance Policy shall supersede the CFMS Travel Policy; and
 - 12.3.3. The CFMS Reimbursement Policy shall supersede the CFMS Travel Policy; and
 - 12.3.4. The CFMS Travel Policy shall supersede the CFMS Quick Guide for Travel and Expenses Reimbursement.

13. Review

- 13.1. The FAHR Committee shall review the Policy every two (2) years thereafter to ensure the Policy remains relevant and in-line with best governance and financial practices. This includes changes to the amounts outlined in-line with inflation. The FAHR Committee, in coordination with the CFMS Governance Committee, shall recommend changes to the Policy to the Board and/or the CFMS General Assembly.
- 13.2. Changes to the Policy may only be made upon recommendation of the FAHR Committee and the CFMS Governance Committee and with the approval of the majority of the Board or the CFMS General Assembly.

14. Procedure

- 14.1. Any travel expenses eligible for reimbursement as outlined in this Policy shall be reimbursed in-line with the CFMS Reimbursement Policy. In addition to the policies set forth in the CFMS Reimbursement Policy, the following procedures must also be followed by all Approved Travelers:
- 14.1.1. **Documentation**
- 14.1.1.1. Original itemized receipts are required for the reimbursement of travel (except mileage), shuttles, taxis, rideshares, meals, incidentals, business, and hospitality expenses. Scanned copies are not acceptable.
 - 14.1.1.1.1. Credit card receipts are also required for any meal expenses that include gratuities that are not listed on the original itemized receipt. Scanned copies are not acceptable.
 - 14.1.1.2. All expense claims must be accompanied with an official CFMS Expense Reimbursement Claim Form and signed.
 - 14.1.1.3. All expense claims must be mailed or hand-delivered in their entirety to the VP Finance or the CFMS Office. If a request must be processed immediately, scanned copies or fax copies may be accepted at the discretion of the VP Finance. Originals must follow by mail within fourteen (14) days of return from travel.
 - 14.1.1.4. Travel claims for international travel must contain a detailed breakdown of all expenses and include original receipts (or photocopies of bank statements) showing rates for currency exchange. Receipts giving amounts in foreign currencies must be converted into Canadian dollars using the actual rates paid as described in this Policy.
 - 14.1.1.5. The CFMS will not be responsible for lost or stolen traveler's cheques or cash.
 - 14.1.1.6. Individuals filing expense claims are expected to retain photocopies of the claim for their own records.

14.1.1.7. Any report (e.g. Executive Officer Report, External Meeting Report) required of the Approved Traveler related to the travel in question for reimbursement must be completed and submitted prior to the payment of any reimbursement claim.

14.1.1.7.1. Failure to complete the required report(s) constitutes unprofessional behaviour and will result in the reimbursement claim being rejected.

14.1.2. Timing

14.1.2.1. All expense claims must be filed (postmarked) with the VP Finance or CFMS Office within thirty (30) days of return from travel.

14.1.2.1.1. Late expenses may be processed at the discretion of the VP Finance.

14.1.2.1.2. Notwithstanding Clause 14.1.2.1, any expenses incurred in the previous fiscal year may not be processed after July 1 annually, at the discretion of the VP Finance.

14.1.3. Disputes

14.1.3.1. In the event of a dispute regarding any reimbursement claim, the claimant may file a dispute as per the process outlined in the CFMS Reimbursement Policy.

14.2. Any reimbursement claim that violates any part of this policy may be rejected in whole at the discretion of the VP Finance.

15. Related Information

15.1. CFMS By-laws

15.2. CFMS Policy on Policies

15.3. CFMS Reimbursement Policy

16. History

16.1. **Originally drafted April 2005**

16.1.1. Approved and Effective: April 30, 2005

16.2. Reviewed January 2012

16.2.1. Approved and Effective: January 22, 2012

16.3. Reviewed December 2018

16.3.1. Approved and Effective: April 8, 2019

16.3.2. Next Scheduled Review: April 8, 2021

Appendices

1. None