



## TRAVEL EXPENSE POLICY

**POLICY:** The Canadian Academy of Engineering (CAE) shall have a written policy on travel expenses applicable to its employees, contractors, directors and committee members.

**RATIONALE:** The CAE has limited financial resources and must be prudent in its spending. Reimbursement of travel expenses should be consistent from amongst individuals and reporting must be clear and accountable.

**PROCEDURE:** Travel expense claims must be reported on the CAE travel expenses claim form, which must be signed by the claimant. Original receipts issued by the merchant must be submitted. The receipts must show the itemized products and taxes, separated by jurisdiction (e.g. PST, GST, QST, HST).

Claims should be submitted to the Executive Director and Treasurer for approval. Only expenses discussed in the advanced with the Executive Director (or in the case of the ED with the Treasurer) will be reimbursed.

Only economy class air or rail travel and modestly-priced accommodation will be reimbursed. Meals will be reimbursed to a maximum of the current [Government of Canada per diem](#), subject to presenting receipts.

Normally, travel, accommodation and meals for Directors and Committee members on CAE business will not be reimbursed. Exceptions must be pre-approved by the Executive Director and the Treasurer.

Approved by the CAE Board of Directors on June 25, 2014.