

CIHR Travel Expenses Reimbursement Guidelines

The purpose of this document is to provide information and assistance to individuals claiming reimbursement for expenses incurred while traveling on approved CIHR business, including (but not necessarily limited to):

- CIHR Employees
- Governing Council and Standing Committee Members
- Peer Review Committee Members

1. Mode of transportation

Air:

For air travel within Canada and the United States with an overnight stay, economy class will be used. For international flights with more than nine (9) hours airtime, upgrade to business class air travel will be permitted. Nine (9) hours airtime is: continuous air travel starting at the scheduled departure time and ending with the arrival at destination (including stop over for flight transfer).

Note: For non-government employee, when airfares booked through Algonquin Travel & MKI Conference Management and charged directly to CIHR, airfare receipts, or a copy of the electronic ticket must be returned to CIHR, for audit purposes.

Taxi:

Receipts are required for cash payments where the charges exceed \$10.00. Specific details (i.e. trip from address to address) must be recorded on the travel claim.

2. Accommodation

Commercial accommodation:

As a rule, when CIHR is the organizer of the event, accommodation arrangements will be made on behalf of the traveller. In these cases, CIHR will pay the basic room charges plus taxes directly to the hotel and other expenses will be charged directly to the traveller. The reimbursement of those expenses will be done through the travel expense claim process. In any other cases, the traveller will pay the hotel directly for all charges and get reimbursed through the travel expense claim process.

3. Meals and incidental allowances

Meals, only, are allowed as follows:

- Breakfast: \$12.50
- Lunch: \$12.00
- Dinner: \$33.60
- (Meal allowance total: \$58.10)

Trips of two or more days (i.e. overnight, with accommodation):

In addition to the applicable meals shown above, an allowance of \$17.30 per day may be claimed to cover incidental expenses, such as tips, dry cleaning, long distance calls for a total allowance per day of \$75.40.

Note:

1. *When meals provided on board aircraft, by CIHR or by others, allowances will not be paid to the traveler.*

4. Telephone calls

Personal communication is included in the incidental expense allowance. For International trips of more than 3 consecutive days, a traveller can claim a 10 minute phone call home per day. In order to be reimbursed, traveller must provide a receipt.

5. Preparation of account

The following expenses shall be supported by receipts or other appropriate documents:

- Taxis, where the charge exceeds \$10.00

The original copy of the Travel Expenses Claim Form (for other than government employees), signed by the claimant, together with supporting receipts, are to be forwarded to:

**Canadian Institutes of Health Research
Service & Operations
Corporate Financial Services
160 Elgin Street, 9th floor
Address locator 4809A
Ottawa ON K1A 0W9**