

MOTIVA *Training*

Travel Guidelines

Revision 2.0

Fair recompense for travel and accommodation expenses

www.motiva-training.com

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1.0 SCOPE AND FIELD OF APPLICATION

- 1.1 This procedure covers all MOTIVA Training processes for the re-imbusement of travel and accommodation expenses while on duty for MOTIVA.
- 1.2 The procedure has been prepared to ensure a consistent approach to booking and claiming travel expenses.

2.0 NORMATIVE REFERENCES

- 2.1 MOTIVA Quality Manual.
- 2.2 Canadian Treasury Board Travel Guidelines shown on:
 - <http://www.njc-cnm.gc.ca/directive/index.php?sid=98&lang=eng> (for Canadian and US rates)
 - <http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a4-eng.php> (for international rates)
 - <http://www.njc-cnm.gc.ca/directive/index.php?sid=97&svid=1&lang=eng> (for mileage rates)
- 2.3 US General Services Administration Travel Guidelines on:
 - <http://www.gsa.gov/portal/content/101518> (for general rates)
 - <http://www.gsa.gov/portal/category/21287> (for CONUS per-diem rates)
 - http://aoprals.state.gov/web920/per_diem.asp (for international rates on US business travel)
 - <http://www.gsa.gov/portal/content/100715> (for POV mileage rates)
- 2.4 US General Services Administration Travel Guidelines apply primarily for meals and incidentals. It is recognised that hotel rates do not apply.

3.0 HEALTH AND SAFETY

- 3.1 All processes, procedures and environments affected by this procedure include considerations for health and safety.

4.0 PROCEDURE

4.1 General

- 4.1.1 The most economic travel arrangements possible are used consistent with the amount of advance notice provided by MOTIVA and the amount of time available to conduct the business. Travellers are encouraged to consider the mode of transportation (e.g. automobile, train, plane), and are encouraged to take full advantage of reduced fare options such as those offered for advanced bookings.
- 4.1.2 If an automobile is to be used, the more economical choice between a personal automobile and a rental is to be selected. Please check with the MOTIVA office if you are uncertain about your choices. If a personal automobile is used for MOTIVA business, the owner is responsible for ensuring that the automobile has adequate insurance for business use.
- 4.1.3 On completion of travel, The MOTIVA Expense Report is used to submit travel expense claims. Expense claims will be supported by original receipts as much as possible, particularly for public transportation, accommodation, parking and communication expenses. Expense claims should be mailed to: MOTIVA, 777 Clearcrest Crescent, Ottawa, Ontario, K4A 3E8.
- 4.1.4 The MOTIVA Expense Report can be downloaded from the MOTIVA Training website at: http://www.motiva.com/images/stories/F08_-_Expense_Claim_Form.xls.
- 4.1.5 For travel in the United States, the rates are the same as for the provinces, but are paid in U.S. dollars. Meals provided free of charge by MOTIVA or other business organizations are not to be claimed. See 2.3 above.

- 4.1.6 Travellers may claim up to \$75.00 per night for private accommodation instead of hotel accommodation in Canada and the US.
- 4.1.7 For travel outside of Canada and the United States, the rates for travel and accommodation expenses shown in 2.3 above are used.
- 4.1.8 For trips exceeding 2 days, travellers may claim up to \$13.00 per day for personal telephone calls and miscellaneous expenses. For such expense in the U.S., travellers may claim \$13.00 U.S. dollars per day. For such expense outside North America, travellers may claim the CAN equivalent of 75% of the per diem incidental rate in said country and/or city, as published by Treasury Board. See 2.3 above.

4.2 Completion of a MOTIVA Expense Report

4.2.1 The Travel Guidelines mentioned above provide the maximum allowable amounts for each type of expense.

MOTIVA EXPENSE CLAIM REPORT

File No.									
Date of Trip:		Purpose of Trip:							
Date	Description	Travel	Lodging	Breakfast	Lunch	Dinner	Misc. Expense	Taxi	Total
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Comments:									
Signature			Date		Approved By			Date	
All claims will be reimbursed according to the Canadian Treasury Board Travel Guidelines http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/menu-travel-voyage-eng.asp Please remit to: MOTIVA , 777 Clearcrest Crescent, Ottawa, ON, K1C 4M7									
Date Posted			Date Paid			Cheque/Transfer Identification			

4.2.2 Examine the Expense Report Form sample above and follow these instructions in completing the form to MOTIVA:

- Use one row of the Expense Report for each day of your MOTIVA related trip.
- Original Receipts must be submitted with each Expense Claim.
- Clearly describe / summarize all of your expenses for each day in the Description column.
- Used the Travel column to note travel expenses paid such as rental car, gas, parking, train, plane, mileage, etc. When claiming mileage please specify the distance being claimed in kilometres. Refer to the Travel Guidelines for up to date mileage rates.
- Use the Lodging column for hotel and other accommodation expenses
- The meal rates listed above are the maximum amount that may be claimed for any meals.

- The Miscellaneous Expense column is used to claim incidental expenses for trips exceeding 2 days. The allowable daily rate is given in 4.1.8 above. This daily allowance is meant to cover personal telephone calls and miscellaneous expenses.
- Use the Comments area to explain items on your Expense Report that may need clarification.