ROYAL COLLEGE
OF PHYSICIANS AND SURGEONS OF CANADA
COLLÈGE ROYAL
DES MÉDECINS ET CHIRURGIENS DU CANADA

Policy on

Corporate Travel

1. Objective & Scope

The objective of this Policy is to define the conditions, guidelines, and procedures for Royal College corporate Travel while ensuring the effective use of funds and the fulfillment of guiding principles of duty of care[1], fiscal responsibility, service excellence, environmental footprint, and legal compliance.

This policy applies to all Travellers who undertake corporate Travel on behalf of the Royal College of Physicians and Surgeons of Canada, Royal College Canada International (RCCI) and the Royal College Foundation (RCF) (collectively referred to herein after as the "Royal College") and where the Royal College may contribute to the expenses associated with Travel. When required, the Royal College, may implement more restrictive guidelines for Travel based on its duty of care obligations as well as on budgetary restrictions. In these cases, the additional restrictions will be presented to senior management and described through the guidelines document as appropriate amendments.

2. Definitions & Acronyms

This section defines key terms used in the policy.

Activity: Any business-related gathering including, but not limited to, trade shows, conferences training, meetings, examinations, business development, accreditation surveys, member outreach, academic collaborations, official visits, and ad-hoc groups.

Activity Day: A day where the traveller is taking part in an Activity.

Activity Location: The place (city/town) in which the Activity is being held.

Corporate Billing Account: The Royal College corporate credit card or credit line used to pay for air and rail travel.

CFO: Chief Financial Officer.

CSFM: Corporate Services and Facilities Management

Departure Location: The Traveller's place (city/town) of origin from which the Traveller is travelling.

Domestic Travel: Travel within Canada.

ECC: Executive Committee of Council.

1- *Note: In Canada, the requirement to provide a reasonable level of duty of care is enshrined in the Criminal Code. Bill C-45 is federal legislation that amended the Canadian Criminal Code and came into effect on March 31, 2004.*

EMHS: Event Management and Hospitality Services

FRROC: Financial Reporting and Risk Oversight Committee

GL Code: General Ledger Code

IDAC: International Development, Aid and Collaboration.

International Travel: Travel outside of Canada; including trans-border Travel in North America as well as Travel outside of North America.

Local Transportation: Movement within a city/town via taxi, subway, airport shuttle, town car, etc.

Lodging: A hotel, motel, inn or dwelling where the Traveller stays during Travel or while attending an Activity.

OICA: Office of International Collaboration and Advancement

OCS: Office of Corporate Services

Personal Travel: Any Travel that is not related to Royal College business, or that is not funded by the Royal College.

RCF: Royal College Foundation

RCCI: Royal College Canada International

Transaction: A booking with the Royal College's Travel Management Company, that results in a new transportation or hotel booking, or a cancellation or change to an existing booking.

Travel: A voyage to and/or from a Traveller's Departure Location to and/or from the Activity Location via air, rail, bus, personal vehicle, rental vehicle, etc.

Travel Day: A day where the Traveller does not have an Activity but is travelling to/from the Activity Location to/from the Departure Location.

Travel Expense Form: A form that must be filled out to receive reimbursement for Travel related expenses.

Travel Management Company: The Royal College's official travel management company of record

Travel Suppliers: Hotels, airlines, trains, buses, car rentals, taxis, restaurants, etc.

Traveller: Anyone who undertakes travel for business on behalf of the Royal College, including but not limited to Fellows, Employees (Part Time and Full Time), Council/Board members, and contractors/consultants.

USA Travel: Travel within, to, and/or from the United States of America (USA).

3. Policy

The Royal College will reimburse necessary and reasonable Travel expenses incurred by Travellers in the course of carrying out the business of the Royal College. In alignment with the following principles.

3.1 Duty of Care to Travellers

The Royal College has a legal obligation to care for Travellers, who undertake Travel on behalf of the Royal College, with the same watchfulness, attention and caution that applies to

persons working on the Royal College premises.

All travel needs to be booked through the Royal College's Travel Management Company to ensure duty of care while travelling, to allow for proactive monitoring of travel schedules in the event of emergencies, weather, changes of schedules on the part of carriers, and to provide access to 24/7 support.

3.2 Fiscal Responsibility

As an organization funded primarily by membership dues and/or client funds, the Royal College has an obligation to spend Travel dollars in the most cost-effective and responsible manner possible while ensuring that Travellers are reimbursed for out-of-pocket Travel, and related expenses. All individuals planning to travel on behalf of the Royal College must do their due diligence before booking travel which includes exploring alternative means of meeting (e.g., virtual), mode of transport (rail vs. air), ability to maximize trip to address multiple strategic/operational objectives. All staff travel should be justified and approved by your immediate supervisor prior to any booking with Royal College's travel vendor (. Similar due diligence should be applied to Fellow-centric meetings (i.e., committee meetings), without requiring the use of the Travel Authorization form.

3.3 Consolidation of Travel Spend

The Royal College partners with travel industry vendors to leverage total travel spend in order to negotiate discounted rates and consolidate its purchasing power. Therefore, it is imperative that all travel be booked through the Royal College's Travel Management Company in order to leverage negotiated rates (i.e., booking fees, change fees, insurance, hotel rates, etc.).

3.4 Service Excellence and Traveller Support

The Royal College is committed to maintaining a Travel Service Program that provides assistance and support to Travellers 24/7, selects reputable partners, maintains open communication with travellers, and is regularly evaluated to ensure it remains up to date with the travel industry.

3.5 Environmental Footprint

The Royal College is committed to offer an environmentally sustainable corporate travel program which includes offsetting of its carbon footprint, prioritizing rail over airfare whenever possible and supporting local transportation options (metros, subways, etc.) and hotel providers that have also adopted and implemented environmental footprint reduction practices.

3.6 Canadian Revenue Agency (CRA) Compliance

CRA guidelines require receipts to be submitted for all Travel, and related expenses.

4. Roles and Responsibilities

4.1. The Traveller must:

a) Become familiar with the provisions of this Policy and adhere to this Policy and its associated guidelines (i.e., book airfare and hotels within allowable rates);

b) Book all Travel via Royal College's Travel Management Company or approved online platform;

c) Report to the Royal College all accidents, injuries and/or similar issues, no matter what the severity (e.g., car accidents, trip/falls, etc.); and

d) Provide receipts for all Travel expenses (where not provided a written note is required).

4.2. Council approves the Travel Policy. It will base its decision after receiving recommendations from the Executive Committee of Council (ECC) and from the Financial Reporting and Risk Oversight Committee (FRROC).

4.3. The FRROC has been delegated authority by Council to assist with the administration of the Travel Policy.

a) The FRROC will monitor compliance with this Travel Policy; such activity to be reviewed by the FRROC at least on an annual basis.

b) Following Council approval of the policy, review the supporting guidelines every three (3) years and approve any changes.

c) The FRROC shall, from time to time, inform Council if there is a material change to the Travel requirements of the Royal College such that would prompt Council and the Boards of RCCI and the RCF to amend the Travel Policy.

4.4. Royal College, RCCI or RCF management, or their delegate will:

a) Determine whether a Trip is necessary and provide authorization. Communicate this Policy to those that are under their supervision and provide guidance regarding appropriate types and levels of expenses, and the appropriate direction for booking Travel through the travel management company.

b) Ensure that expenses were necessarily incurred in the performance of Royal College business and that appropriate receipts are provided to support expense claims.

c) Ensure that expense claims are consistent with the Policy and are verified and approved before reimbursement.

4.5. CSFM having management oversight of Royal College's travel program will:

a) Develop and update this Policy as required and submit for approval.

b) As needed, provide Travel Policy Compliance report to FRROC.

c) Respond to questions pertaining to this Policy and the Travel Program.

d) Develop and manage an overall Travel Program that responds to the needs of the Travellers and the operations of the Royal College.

e) Negotiate and manage services provided by Travel Suppliers and the Travel Management Company.

f) Provide travellers with required training, promotion and awareness of the Travel Policy and Travel Program.

4.6. Royal College EMHS

a) Negotiate and manage services provided for lodging (i.e., hotel room rates) when booking group events of ten or more travellers.

4.7. Royal College Finance will:

a) Ensure that expenses claims are properly authorized with a signature from an appropriate signing authority.

b) Ensure the GL codes are appropriate and/or event ID are included in all claims.

c) Ensure that Traveller expenses claims follow the Travel Policy and are processed in a timely manner.

5. References

Canada Revenue Agency Guidance : Income Tax Guide to the Non-Profit Organization (NPO) Information Return

6. Contact(s)

For information or clarification on this policy, please contact:

The Corporate Travel Team within the Corporate Services and Facilities Management unit (CSFM) in the Office of Corporate Services (OCS).
The Royal College of Physicians and Surgeons of Canada
travel@royalcollege.ca

7. Appendices

Travel Policy Guidelines (Inclusive of a detailed overview of travel reservations, travel, lodgings, meals and incidentals, travel assistance and insurance)

Schedule A – Reimbursement Values and Procedures

Schedule B - Domestic and USA Travel: Permitted Travel Supplier Classes and Pre-Trip Checklist

Schedule C – International Travel: Permitted Travel Supplier Classes and Pre-Trip Checklist

Schedule D – Volunteer Travel Expense Form

Schedule E – Staff Travel Expense Form

Schedule F – Travel Reservation Procedures

Schedule G – Emergency Travel Assistance and Insurance

8. Policy record

Most recent resolution:	Resolution No. 2022-2023-39
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Travel Policy Guidelines

1. Objective

1.1. This Travel Policy Guidelines Document ("Guidelines") is intended to accompany and provide further interpretation of the Travel Policy of the Royal College of Physicians and Surgeons of Canada, Royal College Canada International (RCCI) and the Royal College Foundation (collectively referred to herein after as the "Royal College")

1.2. The Policy provides the general policy and criteria for establishing and maintaining an appropriate level of oversight of the travel program of the Royal College.

1.3. These Guidelines are subject to periodic changes and supplement the Policy. They are provided to assist in its interpretation and application only.

2. Definitions

2.1. All definitions defined in the Travel Policy also apply to these Guidelines.

3. Guidelines

3.1. All travellers should be familiar with the policy and guidelines documented. In advance of any trip, travellers should ensure compliance with the pre-trip preparation guidelines provided to assist in the preparation of Royal College business trips. Travellers should follow the Domestic Trip Checklist set forth in Schedule B and/or the International Trip Checklist set forth in Schedule C.

4. Travel Reservations

4.1. All reservations being funded by the Royal College for travel, lodging, and rental cars, including changes and cancellations to reservations, must be made directly with the Royal College's Travel Management Company.

4.2. Unfunded Travellers travelling on behalf of the Royal College are eligible to book Travel, Lodging, and rental cars directly with the Royal College's Travel Management Company.

4.3. International Travellers who wish to book personal travel as part of a Royal College itinerary will be subject to transaction fees established by our Travel Management Company, and must provide specific travel details (destination, flight number, flight time) at the time of the booking request. Request for personal travel as part of a Royal College itinerary will require approval of the appropriate Executive Director having budgetary oversight of proposed travel.

4.4. The Royal College may accommodate Travellers who wish to add Personal Travel to

a domestic Royal College-related trip as outlined in Schedule F. The Traveller's Executive Director must approve the addition of personal travel.

4.5. Travellers looking to book Personal Travel outside of a Royal College-related trip will not be permitted to book with the Royal College's Travel Management Company.

4.6. Reservations should be made a minimum of fourteen (14) days prior to travel date in order to take advantage of advance purchase discounts.

4.7. The Royal College may accommodate Travellers who wish to book in a non-permitted fare class as outlined in Schedule F. Requests will be reviewed and approved by the appropriate Executive Director. Such circumstances may be realized when the traveller is in an emergency situation and require expedited travel arrangements not offered by our Travel Management Company.

4.8. Cancellation of reservations must be done in accordance with the Travel Supplier's policy for refund or credit. It is the responsibility of the Traveller to know and adhere to the Travel Supplier's policies and contact our Travel Management Company to proceed to such a cancellation.

4.9. Our Travel Management Company will always prioritize the use of the Royal College's preferred Travel Suppliers (i.e., airline carriers) unless the cost and/or Travel time is significantly increased, or the location of the Lodging is not suitable based on availability, proximity to the Activity, or other reasonable rationale.

4.10. Travelling with dependent children under the age of 18 years, for both domestic and international activities of the Royal College, poses a different level of duty of care for the Royal College and Royal College Canada International. International travel may require further planning and coordination in support of dependent travel given visa and immigration requirements. If you plan to have your dependent children travel with you, either for domestic or international activities, their travel must be approved in advance by management. It will be critical for travellers to provide evidence that appropriate care has been arranged for dependents while travellers are engaged in the delivery of Royal College activities. It is recommended that Travellers contact their activity coordinator (e.g., meeting organizer) eight weeks in advance to seek approval for such travel requests. The Traveller's activity coordinator will be able to direct the Traveller to the appropriate manager to assess the dependent travel request.

5. Air Travel

5.1. Travellers may travel by air between the Departure Location and the Activity Location in accordance with the permitted domestic and USA travel classes outlined in Schedule B and the permitted international travel classes described in Schedule C.

5.2. Travellers are encouraged to book the lowest logical airfare available at time of booking, while balancing cost efficiency, business needs, and traveller convenience (i.e. direct flights, preferrable scheduling, etc.):

- For domestic travel, the lowest economy class fare that meets the required departure and arrival times should be selected. (Basic economy is excluded).
- Avoid flights with excessive layovers or extended travel times that impact productivity.

- Travel should be booked a minimum of fourteen (14) days in advance.
- Travellers should book flights with the Royal College's preferred airlines, including Air Canada, WestJet, and Porter.
- Non-refundable* tickets that allow for seat selection and checked luggage should be prioritized.

*Contractual clauses with preferred airlines provide enough flexibility for credit management enabling credits to be re-used effectively.

5.3. In normal circumstances, no more than two (2) Executive Directors should travel together on the same flight.

5.4. Business Lowest Class and Premium Economy, or the equivalent fare class on partner airlines is permitted for volunteers with flight times of approximately 4 hours or more.

5.5. No domestic Business class airfares are permitted for employees of the Royal College.

5.6. When tickets are booked with the Royal College's Travel Management Company, a carbon offset will be automatically charged to the Traveller's ticket whenever possible. In circumstances when the carbon offset cannot be automatically charged to the Traveller's ticket, a secondary transaction may be required with the Royal College's carbon offset vendor of choice to ensure the offset is applied to the fare.

5.7. Necessary costs associated with Travel by air that are not otherwise prepaid as part of the airfare can be reimbursed including:
- Airfare change fees (including fare difference) associated with an activity schedule change or cancellation;
- Any seat selection fees;
- Any excess weight fees associated with personal weight;
- Airport improvement fees; and
- Airport departure taxes/fees.

5.8. The Royal College will not reimburse for the use of personal upgrade certificates, personal air mile points, personal lounge passes or excess baggage fees.

6. Ground Transportation

6.1. Rail

Travellers should always prioritize travel by train for shorter distances such as, but not limited to, travelling from Ottawa to Montreal, Ottawa to Toronto, or Toronto to Montreal. Travel by rail between the Departure Location and the Activity Location should be in accordance with the Permitted Travel Classes described in Schedule B and Schedule C.

6.2. Bus

Travellers may travel by bus between the Departure Location and the Activity Location on all bus carriers.

6.3. Rental Vehicle

Travellers may travel by rental vehicle between the Departure Location and the Activity location and/or within the Activity Location in accordance with the Permitted Travel Classes described in Schedule B and Schedule C, when driving is more convenient and less expensive than airline or rail travel. Rental vehicles are only permitted for Canada and USA travel only. No rental vehicles are permitted during international travel.

i. All Rental Agreements in International destinations require pre-approval from a Royal College Director, Manager, or delegate prior to booking.

ii. Rental Agreements resulting in a rental fee of $500 CAD or more, require pre-approval from a Royal College Director, Manager or delegate in order to receive reimbursement.

iii. Purchasing insurance coverage from the rental company is not required within North America; however, the Royal College and the Traveller must both be named on the rental agreement for insurance purposes. When renting a vehicle outside of Canada or USA, and when approved in advance, insurance must be accepted by the Traveller at the time of pick-up.

iv. Gasoline purchased in conjunction with the use of the rental vehicle will be reimbursed.

6.4. Personal Vehicle

Travellers may travel by personal vehicle between the Departure Location and the Activity Location and/or within the Activity Location, when driving is more convenient and less expensive than airline or rail travel. Reimbursement for Personal Vehicle use will be reimbursed as outlined in Schedule A.

i. Travellers may only claim for distances necessarily driven to attend an Activity. The kilometric rate payable covers any and all expenses associated with using a personal vehicle including, but not limited to:
    - Gasoline, oil and other vehicle fluids
    - Towing/maintenance/repairs/cleaning
    - Insurance premiums or any increases to premiums

ii. The Royal College insurance policies do not cover damage, liability or loss to personal property resulting from the use of personal vehicles. The Royal College will not be held liable to the Traveller or any third party for any special, indirect, incidental or consequential damages arising from any claim that is incurred during personal automobile usage for Royal College business.

iii. The Royal College is not responsible for insurance and payment of insurance premiums on personal vehicles or for reimbursing driving related infractions (parking tickets, speeding tickets, etc.).

6.5. Local Transportation (Taxi/UBER/Lyft)

Taxis, UBER, Lyft, town cars, shuttles, and other local transportation services may be used during a Trip.

i. Hotel cars service and local car service (limo) are only to be used under special

circumstances such as for security of personnel with prior approval from a Royal College Director, Manager or Delegate.

ii. Gratuities are included as part of the expenses for taxis, town cars, shuttles and other local transportation services, and when possible, should be recorded on the receipt. Gratuities should not exceed 20% of fare.

6.6. Parking

i. Normal parking costs will be reimbursed.
ii. Valet Parking should not be used unless no other parking alternatives are available.
iii. Fines for parking infractions will need to be evaluated for reimbursement eligibility with a Royal College Director, Manager, or appropriate delegate.

7. Lodging

7.1. The Royal College will provide reimbursement for permitted lodging expenses in relation to Royal College travel, in accordance with Schedule A.

7.2. In the event it is not possible to obtain Lodging where the room rate is less than or equal to the amount listed in Schedule A, the Traveller must obtain pre-approval from a Royal College Director, Manager, or delegate to be reimbursed for the full amount.

7.3. Internet expenses where the internet is not included in the Lodging room rate will be reimbursed.

7.4. The total number of Lodging nights should not exceed the number of Activity Days unless the extra night(s) is necessary due to pre-approved business requirements, incompatible Travel and Activity schedules, or Travel delays due to uncontrollable events (e.g., overbooked airplanes, natural disasters, strikes etc.).

7.5. For risk management purposes, and in special circumstances, the Royal College reserves the right to mandate that a specific hotel property be used for the duration of a Royal College Trip.

8. Meals and Incidentals

8.1. Meals and/or Incidental expenses that are incurred as part of a Trip will be reimbursed as outlined in Schedule A.

8.2. The Royal College reserves the right to determine on a case-by-case basis the eligibility of incidentals submitted by Travellers. Incidentals refers to small expenses such as fees, tips and gratuities that aren't part of the meals, lodging, or flight expenses. Receipts are required for all incidental expenses incurred while travelling.

9. Phones Expenses

9.1. Long distance phone expenses that are reasonable and necessary for conducting Royal College business are reimbursable. When necessitated by business need and when pre-approved by a Royal College Director, Manager or Delegate.

Reasonable measures should be taken to reduce or minimize any business-related

roaming and tethering charges when travelling for the Royal College. If phone charges are found to be excessive, they may not be considered as an allowable expense and will require additional approval from a Royal College Director, Manager or Delegate in order to be reimbursed.

A copy of your mobile phone company may be requested when evaluating the reasonability of phone expenses.

10. Travel Assistance and Duty of Care

10.1. The Royal College and its Travellers will adhere to travel guidance issued by the Government of Canada. A destination with a Government of Canada Risk Level or Travel Advisory rating of "avoid non-essential travel" or "avoid all travel" will require pre-approval from the Royal College Executive Director's Committee prior to travel being approved to the Destination.

10.2. The Royal College has an obligation to establish systems and procedures to comply with duty of care requirements for all travellers. Additional information can be found in Schedule G.

10.3. The Royal College will provide travellers with access to pre-trip information related to their destination(s) and provide access to emergency travel assistance during the duration of their Travel.

10.4. All Travellers must have provincial/territorial health insurance (e.g., Ontario Health Insurance Plan). Travellers should keep their provincial/territorial Health Card with them at all times.

10.5. All accidents, injuries and/or similar issues, no matter what the severity, must be reported to a Director, Manager or delegate at the Royal College as soon as possible after the incident.

11. Insurance

11.1. The Royal College will maintain Travel Business Accident Insurance in the event a Traveller should sustain a loss or illness during a Trip. For more information, please see Schedule G.

11.2. Should a traveller choose to purchase additional travel insurance coverage, this will not be reimbursed by the Royal College.

Schedule A - Reimbursement Values and Procedures

Lodging

Within Canada = Up to $535
The Royal College will reimburse to a maximum limit of five hundred thirty-five dollars ($535), including all taxes and fees, per night. This amount is for Lodging only and does not include meals & incidentals, parking, internet, or phone charges.

International (Including USA)
A reimbursement for the cost of a standard hotel room at an American Automobile Association (AAA) Four Diamond (or four star) property will be provided.

Meals and Incidentals

Travel Day(s) = Up to $100

Activity Day(s) = Up to $100 when two meals are provided by either the Royal College or as part of the Activity.
Activity Day(s) = Up to $150 when less than two meals are provided by either the Royal College or as part of the Activity

Reimbursement amounts for Travel Day(s) and Activity Day(s) may be pooled. For example, for two (2) Travel Days ($100 x 2) and one (1) Activity Day ($150 x 1), the Traveller can be reimbursed up to two hundred and fifty dollars ($350).

Note: Royal College will continue to reimburse alcohol consumption expenses to a maximum of two drinks per day.

Personal Vehicle

When a personal vehicle is used in accordance with this policy, the Royal College will provide reimbursement at a rate of seventy cents ($0.70) per kilometer.

Travel Reimbursement Procedures

1. A Travel Expense Form (see Schedule D – Volunteer Travel Expense Form and Schedule E – Staff Travel Expense Form) must be completed and submitted by a Traveller and then approved by a Royal College Director, Manager or delegate.
2. Receipts are required where actual expenses are to be reimbursed.
3. Receipts are not required for personal vehicle mileage allowance or for air or rail travel charged to the Royal College corporate billing account.
4. All receipts must be submitted with the Travel Expense Form. Photocopies and scans of receipts are acceptable. If an official receipt is lost, a hand-written receipt is acceptable but must be signed by a Royal College Director, Manager, or delegate.
5. Completed Travel Expense Forms and receipts are to be submitted within fourteen (14) business days from the date of return travel. Travel Expense Forms submitted after this time may not be

accepted for reimbursement.

6. The Royal College's Finance department will provide reimbursement once all forms and receipts have been received with the proper approval.
7. All Travellers who submit Travel Expense Forms are asked to enroll in Electronic Funds Transfer through the Finance Department.

Volunteers

Permitted Travel Supplier Classes for Domestic and USA Travel

1.1 Reservations made on air, rail and vehicle rental carriers that are not listed here must be made in an equivalent class in accordance with this schedule.

1.2 We ask that you choose your class of service based on both comfort and financial responsibility.

1.3 Even if Latitude or Full Business Class fares are less expensive than Comfort Fares, travellers will be required to choose another flight option. Exceptions will require Royal College Director approval prior to booking.

1.4 Basic Fare is not permitted for Royal College travellers, due to the restrictions associated with the fare. Please contact the Royal College Travel Service for more information.

Air Canada				
Basic	**Standard/Flex**	**Comfort**	**Premium Economy/ Business Class Lowest**	**Latitude/ Business Class**
Not Permitted (see section 1.4 for more information)	**Preferred for flights under 4 hours**	**Preferred for flights of approximately 4 hours** **Permitted for all flights**	**Permitted for flights approximately 4 hours or more** **Not permitted for flights under 4 hours**	**Not Permitted**

WestJet				
Ultrabasic	**Econo/Econo-Flex**	**Premium**	**Premium Economy & Business**	**Premium Flex & Business Flex**
Not Permitted	**Preferred for flights under 4 hours**	**Preferred for flights of approximately 4 hours** **Permitted for all flights**	**Permitted for flights approximately 4 hours or more** **Not permitted for flights under 4 hours**	**Not Permitted**

Porter				
Classic Basic	**Classic Standard/Flex**	**Classic Freedom**	**Reserve Navigate**	**Reserve Ultimate**
Not Permitted	**Preferred for flights under 4 hours**	**Preferred for flights of approximately 4 hours** **Permitted for all flights**	**Permitted for flights approximately 4 hours or more** **Not permitted for flights under 4 hours**	**Not Permitted**

VIA Rail				
Escape	**Economy**	**Economy Plus**	**Business**	**Business Plus**
Permitted	**Permitted**	**Permitted**	**Permitted**	**Not Permitted**

Budget Rental Vehicle			
Compact	**Intermediate**	**Standard**	**Full Size**
Permitted	**Permitted**	**Permitted**	**Permitted**

Employees

Permitted Travel Supplier Classes for Domestic and USA Travel

1.1 Reservations made on air, rail and vehicle rental carriers that are not listed here must be made in an equivalent class in accordance with this schedule.

1.2 Even if Latitude or Business Class fares are less expensive than Comfort Fares, travellers will be required to choose another flight option. Exceptions will require Royal College Director approval prior to booking.

1.3 Basic Fare is not permitted for Royal College travellers, due to the restrictions associated with the fare. Please contact the Royal College Travel Service for more information.

1.4 No domestic business class airfares are permitted for employees of the Royal College.

Air Canada				
Basic	**Standard/Flex**	**Comfort**	**Premium Economy/ Business Class Lowest**	**Latitude/ Business Class**
Not Permitted	**Preferred for all flights**	**Permitted for flights of approximately 4 hours or more**	**Not Permitted**	**Not Permitted**

WestJet				
Ultrabasic	**Econo/Econo-Flex**	**Premium**	**Premium Economy & Business**	**Premium Flex & Business Flex**
Not Permitted	**Preferred for all flights**	**Permitted for flights of approximately 4 hours or more**	**Not Permitted**	**Not Permitted**

Porter				
Classic Basic	**Classic Standard/Flex**	**Classic Freedom**	**Reserve Navigate**	**Reserve Ultimate**
Not Permitted	**Preferred for all flights**	**Permitted for flights of approximately 4 hours or more**	**Not Permitted**	**Not Permitted**

VIA Rail				
Escape	**Economy**	**Economy Plus**	**Business**	**Business Plus**
Permitted	**Permitted**	**Permitted**	**Permitted**	**Not Permitted**

Budget Rental Vehicle			
Compact	**Intermediate**	**Standard**	**Full Size**
Permitted	**Permitted**	**Permitted**	**Permitted**

Domestic Travel - Pre-Trip Checklist

*For trips to USA, please refer to International Travel Checklist

1. Consider alternatives to the Trip such as a virtual meeting.
2. Make all reservations with the Royal College's Travel Management Company.
3. If travelling for a short distance (i.e., Ottawa to Montreal or Ottawa to Toronto) consider using the train as your preferred means of transportation.
4. Obtain appropriate authorization.
5. Review and adhere to the Travel Policy.
6. Check for flight credits in your name and ensure flight credits are used or transferred prior to the expiry date.
7. Review your itinerary once it has been received from the Travel Management Company and provide a copy to your supervisor or Royal College contact when applicable.
8. Understand and adhere to all Travel Supplier's change and cancellation policies.
9. Make any changes or cancellations to reservations through our Travel Management Company to ensure changes are incorporated into our duty of care program, or refunds and/or credits are captured for future use.
10. Check your flight/train/bus status 24 hours prior to the departure time to ensure it is still scheduled and on time.
11. Bring a copy of your itinerary and appropriate identification to check-in at the airport/train/bus station.
12. Bring your provincial Health Card should you have to visit a doctor or hospital during your trip.
13. Ensure to bring photocopies or pictures of prescription medication for reference if lost during trip.
14. Retain all receipts to submit when filing a travel expense claim or credit card report.
15. Check your return flight/train/bus status 24 hours prior to the departure time to ensure it is still scheduled and on time. For Air Travel, complete online web check-in on the airline's website 24 hours prior to each flight to receive boarding pass prior to arrival at airport.

Schedule C – Permitted Travel Supplier Classes and International Travel: Pre-Trip Checklist

Permitted Travel Supplier Classes for Travel outside of Canada and the USA: Permitted fares within this Schedule apply for all travel outside of Canada and the USA, as well as all domestic flight segments associated with travel destinations outside of Canada and the USA.

Reservations made on air, rail and vehicle rental carriers that are not listed here must be made in an equivalent class in accordance with this schedule.

Air Canada			
Basic	Standard/Flex/ Comfort/Latitude	Business Class Lowest	Business Class Flexible
Not Permitted[3]	Permitted	Permitted	Not Permitted

[3]Basic Fare is not permitted for Royal College Travellers, due to the restrictions associated with the fare. Please review the fare details prior to booking or contact the Royal College Travel Service for more information.

Qatar Airways		
Flexible	Business Semi-Flexible	Business Flexible
Permitted	Permitted	Not Permitted

Etihad Airways	
Economy Class	Business Class
Permitted	Permitted

Turkish Airlines	
Economy Class	Business Class
Permitted	Permitted

Rail Travel			
Economy	Economy Plus	Business	Business Plus
Permitted	Permitted	Permitted	Not Permitted

International Travel Checklist

1. Consider alternatives to the Trip such as teleconferencing and videoconferencing.
2. Reservations must be made through the Royal College's Travel Management Company.
3. Obtain appropriate authorization (i.e., Executive Director).
4. Review and adhere to the Travel Policy.
5. Conduct research related to your Trip:
    a. Check information on the Activity Location such as Medical Risk, Security Risk, Travel Risk, Customs & Cultural:
        i. Resources include information provided by Crisis24 Horizon and the Government of Canada Travel Advice and Advisories website.
        ii. In collaboration with the Royal College, determine if it is safe to Travel to the Activity Location.
    b. Check for required immunizations:
        i. Resources include information provided by Crisis24 Horizon and the Government of Canada Travel Advice and Advisories website.
        ii. Ensure there is enough time to receive immunizations prior to the trip.
    c. Check for visas and other entry requirements:
        i. Resources include the Activity Location's Consulate website, The Royal College's Travel Management Company, Crisis24 Horizon, and the Government of Canada Travel Advice and Advisories website.
        ii. Ensure there is enough time to obtain these documents.
    d. Check your passport and make sure it is valid for more than six (6) months following your departure date.
6. Secure passports, visas/entry requirements (in collaboration with Royal College) and obtain required/recommended immunizations or medications.
7. Once reservations are booked you will automatically receive an email from Crisis24 Horizon.
    a. Review the instructions in the email
    b. Review the location briefings provided in the email
    c. Download the assistance application, AIG Travel Assistance, for your smartphone
    d. Download the travel risk management app, Crisis24 Horizon, for your smartphone.
    e. Ensure notifications are allowed for both apps and be alert for any alert notifications.
8. Sign up online with the Registration of Canadians Abroad service for added security and monitoring while abroad.
9. Continuously monitor information on the Activity Location such as medical, security and travel risk as well as visas/entry requirements.
10. 24 hours before Departure you will receive a confirmation email from the Travel Management Company regarding your reservations.
11. Bring a copy of your itinerary/passport/visa/immunization records/medications (prescriptions).
12. If you plan to have a personal Trip, ensure you have the appropriate travel insurance as Royal College insurance coverage is applicable only for Royal College business travel.
13. Check-in with the Royal College (via the Crisis24 Horizon app) once you have arrived at the Activity Location, and continue to check in every 24 hours via the Crisis24 Horizon app.
14. Retain all receipts to submit when filing an expense claim or credit card report.
15. Check your return flight/train/bus status 24 hours prior to the departure time to ensure it is still scheduled and on time. For Air Travel, complete online web check-in on the airline's website 24 hours prior to each flight to receive boarding pass prior to arrival at airport.

Schedule D – Volunteer Travel Expense Form

This fillable pdf form can be found on the [Royal College Travel Service website.]

ROYAL COLLEGE
OF PHYSICIANS AND SURGEONS OF CANADA
COLLÈGE ROYAL
DES MÉDECINS ET CHIRURGIENS DU CANADA

VOLUNTEER EXPENSE FORM

Name		Meeting Name	
Address		Meeting Date(s)	
		Meeting Location	
		GL Code (dept/activity/spec)	
		Meeting Number	

Please complete the following section. All items require receipts (copies acceptable) unless otherwise specified, and will be reviewed by the Finance Department prior to reimbursement. Please refer to the Royal College Volunteer Travel Policy for reimbursement amounts. Please indicate all amounts in Canadian $.

Air Travel 61002

If airfare was charged directly to the Royal College check the box (a receipt is not required). ☐

OR

If you have personally paid for airfare, attach the receipt(s) and indicate the total amount on the line. $ _____

Ground Transportation 61012

Train:	Check the box if the train ticket was charged directly to the Royal College. A receipt is not required. ☐ If you have personally paid for the train ticket, attach the train receipt and indicate the total amount on the line.	$ _____
Bus:	Attach the bus receipt and indicate the total amount on the line.	$ _____
Rental Car:	Attach the rental & gas receipts and indicate the total amount on the line.	$ _____
Taxi/other:	Attach receipts for EACH transfer and indicate the total amount on the line.	$ _____
Personal Car:	If you have used your personal car, please enter the mileage in the box below, multiply it by the price per km and indicate the total amount on the line. Total # of km: ☐ x 70¢ per km =	$ 0.00
Parking:	Attach receipts for EACH instance and indicate the total amount on the line.	$ _____

Hotel 61022

The Nightly Room Charge can be an amount up to **$535** (incl. tax/fees) per night within Canada; please do not include Internet charges or Meal/Incidental charges (i.e. food/beverage, mini-bar, movie rentals, laundry services and phone charges) as part of this amount. Attach the hotel receipt(s), enter the total # of nights in the box and indicate the total amount on the line. # of nights ☐ $ _____

Internet Charge: Refer to the hotel receipt(s) and indicate the total amount on the line. $ _____

Meals and Incidentals 61032/59000

The Meals/Incidentals reimbursement is up to **$100** (incl. tax) for a Travel Day, up to **$100** for an Activity Day if 2 or more meals are provided by the host organization, and up to **$150** (incl. tax) for an Activity Day if less than 2 meals are provided; amounts may be pooled over length of stay. Attach receipts for EACH Meal/Incidental charge and indicate the total amount on the line. $ _____

Please add up the amounts from each section and enter it here:	TOTAL $	0.00

FOR DEPARTMENT USE ONLY:

Date submitted		Receipts reviewed by	
Date approved		Authorizing Signature	

Schedule E – Staff Travel Expense Form

Staff Travel Expense Form

ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF CANADA
COLLÈGE ROYAL DES MÉDECINS ET CHIRURGIENS DU CANADA

Complete this form with all travel expenses incurred for this meeting
*Attach all out-of-pocket receipts and personal credit card statement (if applicable)

Employee Name: _____ GL Coding: Dept: _____ Activity: _____ Specialty: _____

Meeting Dates: _____

Meeting Location (City, Province): _____

Description of / Reason for Travel (Provide Meeting Name, if applicable):

Expenses Incurred Domestically (In Canada)	Royal College Corporate AMEX/VISA Card Expenses (CDN Amount)	Royal College AIRLINE Card (Groupe Encore ending in 1000) (CDN Amount)	Out of Pocket Expenses (CDN Amount)	GL Account	Total CDN $
Airfare				61001	$ -
Ground Transportation (Train, Bus, Taxi, and Parking)				61011	$ -
Mileage (please attach mileage log)				61011	$ -
Hotel				61021	$ -
Meals				61031	$ -
Tips				59000	$ -
Conference Registration				55100	$ -
Other Expense - Provide Description and GL Coding				*Expense Account*	$ -
Other Expense - Provide Description and GL Coding				*Expense Account*	$ -

Expenses Incurred Internationally (Outside Canada)	Royal College Corporate AMEX/VISA Card Expenses (CDN Amount)	Out of Pocket Expenses					GL Account	Total CDN $
		Paid in Cash Use Bank of Canada Exchange Rate for date of transaction https://www.bankofcanada.ca/rates/exchange/daily-exchange-rates-lookup/				Charged on Personal Credit Card (CDN Amount)		
		Foreign Amount	Currency	Exchange Rate	CDN Equivalency			
Airfare							61201	$ -
Ground Transportation (Train, Bus, Taxi, and Parking)							61211	$ -
Hotel							61221	$ -
Meals							61231	$ -
Tips							59000	$ -
Conference Registration							55100	$ -
Other Expense - Provide Description and GL Coding							*Expense Account*	$ -
Other Expense - Provide Description and GL Coding							*Expense Account*	$ -

Notes for Manager/Director (missing receipts?):

Total Owed to Staff: $0.00
Overall Trip Total: $0.00

Date:

Employee Signature: _____ Manager/Director/CEO Approval: _____

Schedule F – Travel Reservation Procedures

1. Making a Travel Reservation
   To make a travel reservation please use the online booking platform. If additional support is required, please contact the Royal College's Travel Management Company:

   For Domestic Travel:
   By Phone: 647-313-9323
   By Email: royalcollege.travel@encore.ca.

   For International Travel:
   By Phone: 647-846-3032
   By Email: royalcollege.vip@encore.ca.

2. Travellers should be prepared to provide the information listed below:
   i. Legal Name of Traveller (as it appears on government issued identification);
   ii. GL/Event ID/Project Code;
   iii. Transportation type (Air, rail);
   iv. Departure City;
   v. Departure Date;
   vi. Destination City;
   vii. Preferred departure/arrival time;
   viii. Return Date;
   ix. Preferred departure / return time;
   x. Special Requests;
   xi. Preferred Seating (Aisle/Window);
   xii. Preferred Airline (if any);
   xiii. Airline Loyalty/Rewards Number;
   xiv. Preferred Hotel;
   xv. Hotel Rewards Number.

3. Booking in a Non-Permitted Fare Class
   The Royal College may accommodate Travellers who wish to book in a non-permitted fare class. Travellers who wish to book in a non-permitted fare class will be responsible for the payment of additional fare costs or fees that may be incurred with the non-permitted fare class. The Royal College's Travel Management Company will first book the ticket in the permitted fare class and charge to the Royal College corporate account. The existing ticket will then be issued a change as requested by the Traveller, and the resulting costs will be charged to the Traveller's personal credit card.

4. Booking Personal Travel
   The Royal College may accommodate Travellers who wish to add Personal Travel to a Royal College-related trip once approved by the Executive Director. Travellers who wish to add a Personal Travel segment to a Royal College trip, will be responsible for the payment of additional fare costs or fees that may be incurred with the additional travel. The Royal

College's Travel Management Company will first book the Royal College related travel itinerary and then issue a change for any additional travel requested by the Traveller. This additional travel and the resulting costs will be charged to the Traveller's personal credit card.

Schedule G – Emergency Travel Assistance and Insurance

1. Group Business Travel Accident

   The Royal College provides Group Business Travel Accident, including Death and Dismemberment to the following persons while engaged in Travel on behalf of the Royal College:

   Travellers eligible for coverage are individuals who are:
   - under the age of ninety (90);
   - employed by the Royal College or an affiliate thereof;
   - a member of one (1) of the following Classes of Employees:
     - Class 1: All Eligible Staff, Contractors and Volunteers
     - Class 2: Spouses or partner when travelling with a Member of Class 1.
   - guests of the Policyholder

2. Sojourn Travel

   The Royal College Business Travel Accident coverage includes 7 (seven) days of sojourn/personal excursion travel. If a Traveller chooses to embark on personal travel during, or following, Travel on Royal College business, for a period of 7 (seven) days or longer, it is the Travellers responsibility to maintain personal travel insurance.

3. Delayed and Lost/Damaged Baggage

   The primary responsibility for retrieving and providing compensation for delayed or lost/damaged baggage lies with the airline carrier. If a Traveller's baggage has been damaged during flight, or if it is missing, the Traveller must report it to the airline carrier prior to departing the baggage claim area. The Traveller is then to follow the airline carrier's procedures for lost or damaged baggage. Compensation limits for delayed, lost or damaged baggage can be found in the airline carrier's contract of carriage.

   The Royal College carries Checked Baggage insurance for Travellers, with a benefit amount of up to one thousand dollars ($1,000) for lost baggage, and baggage delay coverage to cover personal effects of up to four hundred dollars ($400). Coverage for personal effects applies if checked baggage is delayed for more than twelve (12) hours from the time the Traveller arrives at the destination. The coverage provides reimbursement for essential items required by the Traveller.

   The Insurer reserves the right to determine on a case-by-case basis the eligibility of all reimbursement requests submitted by Travellers. Receipts are required for all delayed and lost luggage related expenses incurred.

   To submit a claim, please email travel@royalcollege.ca.

4. Travelling with Spouse/Partner/Dependent

   Travellers who choose to travel with a Spouse, partner, or dependent are required to obtain personal travel and health insurance and any visa/entry documentation, as may be required during the travel.

5. Emergency Medical Expenses

   For emergency medical expenses that are five hundred dollars ($500) or less, Travellers are to cover the expense and then submit the receipt to the Royal College for reimbursement. AIG Travel Insurance will seek approval from the Royal College to cover any approved medical expenses over five hundred dollars ($500).

6. Emergency Travel Assistance

   All Travellers are required to download the Royal College's preferred Emergency Travel Assistance App, AIG Travel Protect, on their mobile devices to access emergency travel information 24-hours a day, including access to vital information on travel destinations, country guides and information about ongoing and developing medical and security situations. An automatic email from Crisis24 Horizon with instructions on how to complete the app download and registration will be sent to new travellers when they book their first travel.

   In the event of an accident, injury and/or similar issue:

   - Domestic Travellers should seek assistance from healthcare or emergency providers as required.

   - International Travellers must contact local emergency services and notify AIG Travel Assistance immediately for any type of Medical, Security and Travel Assistance.