



Climbing Escalade Canada (CEC)
Travel Reimbursement Policy

1. PURPOSE

- 1.1 This policy is intended to set out reimbursement rates for Climbing Escalade Canada (“**CEC**”) staff, contractors and volunteers (“**CEC Representative**”) attending events on behalf of CEC, so that everyone is aware of expenses that are reimbursable and the process to reimburse the expenses.

2. APPROVAL

- 2.1 All expenses must receive approval prior to being incurred.
- 2.2 When a specific budget has been allocated, the CEC Executive Director will provide written confirmation of the maximum eligible amounts.
- 2.3 Reimbursements will be limited to the approved amount. Any expenses exceeding this limit will not be reimbursed unless prior written approval has been obtained from the Executive Director.
- 2.4 For National Team-related expenses, the Executive Director may delegate approval authority to the CEC High Performance Director.

3. ELIGIBLE EXPENSES

3.1 Accommodations:

- 3.1.1 CEC representatives are eligible to have their accommodation costs reimbursed, provided the following guidelines are followed:

Level 1 – Opt In (CEC-Booked Accommodation)

CEC will coordinate and cover accommodations as follows:

Stays of 5 nights or more: Accommodations will be arranged through a short term rental platform, such as Airbnb. Each guest will be provided their own bed; rooms may be shared when necessary.

Stays of 4 nights or fewer: Hotel accommodations will be booked. Each guest will have their own bed and share a room with another individual of the same gender identity.

Level 2 – Opt Out (Self-Booked Accommodation)

CEC representatives who choose to book their own accommodations will be reimbursed up to a maximum of \$125 per night (inclusive of taxes), upon submission of valid receipts.

If a CEC representative chose to Opt Out of the CEC-Booked Accommodation, ground transportation to and from the venue will be at their own cost, unless pre-approved by the Executive Director (see Section 3.4 below).

- 3.1.2 CEC representatives are responsible for all incidental expenses incurred while staying at a hotel.

3.2 Air Travels

- 3.2.1 CEC Representatives are responsible for booking their own air travel, subject to the following guidelines:

Travel Distance: Air travel should only be booked when the distance between the two cities is 500 km or more, or when driving is not a reasonable option.

Travel Dates: CEC will provide designated arrival and departure dates. Flights booked outside of these dates will only be reimbursed if the total cost is equal to or less than the approved itinerary.

Class and Fare: Representatives must book standard or economy class at the lowest available cost for the most direct route. All bookings must be pre-approved by CEC. To secure the best rates, flights should be booked well in advance whenever possible.

Covered Costs: CEC will reimburse the cost of the airfare and one piece of checked luggage. Any additional costs (e.g., upgrades, extra luggage, seat selection) are the responsibility of the representative unless deemed necessary for official duties (e.g., excess baggage for required equipment).

Local Transportation: Reasonable transportation costs to and from the airport (e.g., taxi, Uber) from the representative's home address will be reimbursed. Similarly, reasonable transportation costs to and from the airport from the on location Accommodation address will be reimbursed.

Airport Parking: For trips of fewer than five days, airport parking may be reimbursed with prior approval.

Cancellation: If a CEC Representative is unable to attend an event after travel arrangements have been made, they are responsible for promptly cancelling all bookings. Whenever possible, a refund should be requested. If a refund is not available, a travel credit must be obtained and retained for use on future CEC-related travel.

- 3.2.2 Refer to **Appendix A** for air travel budget guidelines. All expenses must be approved by the Executive Director prior to being incurred.

3.3 **Ground Travels (between Canadian Cities)**

- 3.3.1 *Bus and Train:* Bus and train travel are eligible for full reimbursement by CEC. Whenever possible, bookings should be made well in advance to secure the lowest available fares.
- 3.3.2 *Personal Vehicle Use:* When using a personal vehicle for travel, CEC will reimburse mileage between the representative's home address and the designated accommodation address at a rate of \$0.55/km.
- 3.3.3 *Rental cars:* The use of a rental car to carry out duties requires pre-approval. CEC representatives requiring a rental vehicle are encouraged to book vehicles early at the lowest possible rate. Both the rental costs and insurance costs associated with an approved rental car are eligible for reimbursement. All damage to the rental vehicle is the responsibility of the renting CEC representative.
- 3.3.4 The following expenses are eligible for reimbursement when directly related to attending a CEC event: Hotel and competition venue parking, Road tolls, Ferry costs.
- 3.3.5 The following expenses are not eligible for reimbursement: Parking fines, Traffic violations, Towing fees, Any similar penalties or charges.

3.4 **Ground Transportation (within City Limits)**

- 3.4.1 *Taxi, Ride-Sharing Services, and Public Transportation.* Transportation expenses such as taxi, Uber, and public transit are eligible for reimbursement when used to travel between the approved accommodation (Option 1 in Section 3.1) and the event venue.
- 3.4.2 CEC Representatives are expected to make all reasonable efforts to minimize these costs by: Walking between the accommodation and the venue when feasible, Carpooling with other CEC Representatives, Consolidating trips to reduce the number of daily transfers

3.5 **Per Diem (meals allocation)**

- 3.5.1 CEC Representatives attending events on behalf of the organization may claim food expenses through a daily per diem. Receipts for individual meals are not required.
- 3.5.2 The number of days eligible for per diem will be confirmed in writing by the CEC Executive Director prior to the event.
- 3.5.3 For domestic travel, a standard per diem of \$50.00 CAD per day will be included in the event budget.
- 3.5.4 For international travel, a standard per diem of \$75.00 CAD per day will be applied to account for currency exchange and higher costs.

3.5.5 Please note that not all roles are eligible for per diem. Representatives are responsible for confirming their eligibility with the appropriate CEC staff member before the event.

3.6 Other Expenses and Variations:

3.6.1 Generally, all other expenses are not reimbursable. However, if any unforeseen expenses arise in the course of performing duties as a CEC representative, then an application for approval of expenses may be made.

3.7 Personal Expenses:

3.7.1 Approved CEC representative travel and personal travel may be combined, subject to the following conditions:

Additional costs associated with extending a stay for personal reasons will not be reimbursed.

A family member (spouse or partner, children, etc) may travel with a CEC representative, but the CEC representative is responsible for paying all travel costs and the family member's portion of accommodations.

If the added personal travel expense is not easily distinguished from the expense of travelling for official duties due to a different travel route, then CEC will solely reimburse the direct travel cost of travelling between the CEC representative's departure city and/or arrival city and the city of the event they are attending. In such a case, the cost for travel arrangements for the CEC representative will be calculated on the day that travel is booked through a quote or receipt. This amount will be subtracted from the total travel costs.

4. REIMBURSEMENT PROCESS

4.1 In order to claim reimbursement, the appropriate CEC reimbursement form must be filled out (CEC Contractor Payment Form or CEC Expense Report Form) and submitted to the CEC Executive Director. This can be done by email at ed@climbingcanada.ca.

4.2 Original receipts (except for mileage and per diem reimbursements), must be submitted with the CEC reimbursement form. The receipts may be submitted by being scanned and emailed. In the event that an original receipt cannot be obtained, a credit card receipt may be accepted at the discretion of the CEC Executive Director.

4.3 Reimbursement forms should be submitted within 30 days of an event unless separate reimbursement arrangements have been approved by the CEC Executive Director. If forms are not submitted within 30 days of an event, reimbursement of expenses will be at the discretion of the CEC Executive Director.

4.4 Upon receipt of a reimbursement form, CEC will repay the representative for all eligible expenses within 30 days.

- 4.5 Advances of travel expenses generally will not be made, but can be requested. All requests should be made to the CEC Executive Director.
- 4.6 Travel expenses, such as flight costs, may be claimed after they have been paid for and before travel has taken place. If for any reason travel is subsequently cancelled, CEC representatives will be responsible for cancelling the relevant travel arrangements and obtaining a refund or credit which will then be provided to the CEC.
- 4.7 Expenses in foreign currencies are converted to the Canadian dollar equivalent at the exchange rate that was in effect on the date that the expenditure was incurred.
- 4.8 CEC representatives may choose to donate any part of their reimbursement to programs.

Policy No. CEC-OP-10

Pages: 5 (+ Appendix A)

Original Version Approved: 2021/09/14

Current Version Approved: 2025/09/09

Date of Next Review: 2028/09

Appendix A

Flight estimated budget (within Canada)

From To	Halifax	Montreal	Ottawa	Toronto	Winnipeg	Edmonton	Calgary	Vancouver	Victoria
Halifax	n/a	\$ 600.00	\$ 600.00	\$ 600.00	\$ 650.00	\$ 700.00	\$ 700.00	\$ 800.00	\$ 800.00
Montreal	\$ 600.00	n/a	n/a	\$ 550.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 700.00	\$ 700.00
Ottawa	\$ 600.00	n/a	n/a	n/a	\$ 650.00	\$ 650.00	\$ 650.00	\$ 700.00	\$ 700.00
Toronto	\$ 600.00	\$ 550.00	n/a	n/a	\$ 650.00	\$ 650.00	\$ 650.00	\$ 700.00	\$ 700.00
Winnipeg	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	n/a	\$ 300.00	\$ 300.00	\$ 500.00	\$ 500.00
Edmonton	\$ 700.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 300.00	n/a	n/a	\$ 300.00	\$ 300.00
Calgary	\$ 700.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 300.00	n/a	n/a	\$ 300.00	\$ 300.00
Vancouver	\$ 800.00	\$ 700.00	\$ 700.00	\$ 850.00	\$ 500.00	\$ 300.00	\$ 300.00	n/a	n/a
Victoria	\$ 800.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 500.00	\$ 300.00	\$ 300.00	n/a	n/a