

# **HALIFAX PORT AUTHORITY**

## **TRAVEL AND HOSPITALITY EXPENSES FOR HALIFAX PORT AUTHORITY BOARD OF DIRECTORS & EMPLOYEES - POLICY**

### **1. Purpose**

This policy governs travel and hospitality expenses incurred by Directors and employees of the Halifax Port Authority (the "Authority") in connection with Authority business.

Members of the Board of Directors and employees should be reimbursed for reasonable travel and hospitality expenses incurred when traveling on behalf of the Authority.

This policy applies to all members of the Board of Directors, including the Chair, the Vice-Chair and each Director. Unless otherwise stated, provisions of this policy apply to all employees of the Authority.

### **2. Scope**

It is the responsibility of each traveler to exercise judgment and moderation in incurring expenses related to travel. "Travel" means travel undertaken to attend meetings or conferences, trade shows or business functions, to meet with Port users, business or industry association contacts, other Port representatives, government officials or for other purposes for which prior approval has been granted.

The Chair, or in her/his place the Vice-Chair, represents the Board. Directors have no status to represent the Authority outside the Boardroom and are involved in corporate affairs only and specifically at Board meetings, or as specifically authorized by the Board or by the Chair person to attend conferences, conventions, seminars or other purposes in support of Authority affairs.

### 3. Authority to Travel

- 3.1. Whenever possible, anticipated travel for the upcoming year is to be identified during the budgeting process, with as much detail on travel costs as available. Except as otherwise provided herein, and prior to any travel arrangements being made by an employee or Director of the Authority, prior written approval must be obtained, on a trip by trip basis using the "Travel Authority Form".
- 3.2. The President has the authority to travel within and outside of North America, subject to Board approval of the HPA annual budget.
- 3.3. All other employees shall obtain pre-authorization from the President or in the President's absence, from the designated authorized personnel.
- 3.4. The Chair has the authority to travel within North America. The Vice-Chair, when acting in the place of or at the request of the Chair has the authority to travel within North America.
- 3.5. Directors must have pre-authorization from the Chair or the Board for travel other than that required to attend duly called meetings of the Board or its committees.
- 3.6. All board travel outside North America shall be pre-authorized by the Board.
- 3.7. Conferences
  - 3.7.1. The Authority maintains membership in the Association of Canadian Port Authorities ("ACPA"), the Association of American Port Authorities ("AAPA"), the Atlantic Canada Cruise Association (ACCA), the Halifax Gateway Committee ('HGC') and other like industry associations (eg. Green Marine) related to Authority business.
  - 3.7.2. The President and CEO has the authority to designate those employees who shall attend the ACPA, AAPA and other association conferences. In addition, the President and CEO has the authority to authorize employees to attend such seminars, conferences, trade shows, business functions, etc. that may be necessary for professional, business or educational development.
  - 3.7.3. At the request of Chair, Board members shall report to the Board at its scheduled meetings throughout the year on travel and attendance at conferences or seminars.

- 3.7.4. The cost of special events directly related to or organized by a particular conference, seminar, etc. will be considered part of the conference/seminar if occurring on the day immediately preceding or following the conference/seminar dates and such reasonable costs shall be paid for by the Authority.
- 3.9 Travel Expense Claim Forms must be submitted for reimbursement following travel. Any refunds for expenses are the property of the Authority and must be returned immediately.

#### 4. **Travel Expenses**

The mode of transportation chosen should be the one that is most efficient in the given circumstances.

**(a) Air**

Traditional airline Economy class is the expected level of fare for all travels where the total transit time to or from the destination does not exceed 5 hours. Business class travel is permitted for destination transit times exceeding 5 hours. Travelers are also strongly encouraged to avail themselves of the best available discount fares/"seat sales" if available unless the nature of the travel renders this impossible or imprudent.

"Business" Class may also be utilized where a medical condition is reported with a physician's note to do so.

Travelers are also required to book the most economic cost of air transportation considering a combination of airfare, taxi charges, mileage charges, parking, etc.

Receipt for air travel must be attached to the Travel Expense Claim Form.

**(b) Rail**

Travelers may select whichever class of seat available, including sleeping accommodations, when required.

**(c) Automobile**

Use of Private Vehicle - Travel by private vehicle will be authorized only when economical and practical. Use of private vehicle is permitted when pre-authorized for travel locally or within the Maritime Provinces. Private vehicles may be used outside this radius when pre-authorized, provided

that the total cost of travel by car does not exceed the economy class airfare. Reimbursement for the use of private vehicles by travelers shall be calculated at the equivalent rate authorized by Treasury Board.

Car rental - Rental of a vehicle at the traveler's destination point is permitted, subject to pre-authorization, when more conducive to the circumstances of the trip and/or more economical than use of taxis or buses for transportation within the destination area. Receipts for car rental must be attached to the travel expense claim form for reimbursement.

**(d) Taxi, Bus, Shuttle Service or Ferry**

Whenever the cost for each fare is more than \$10.00 a receipt is required for reimbursement and must be attached to the Travel Expense Claim Form.

**5. Accommodation & Associated Expenses**

Travelers may book accommodation in hotels of their preference, provided that the choice of accommodation is reasonable in all circumstances. It is recommended that government discounts be requested whenever these are available. Hotel bills must be presented for reimbursement.

Other allowable associated expenses include: all business telephone calls, telephone calls to home, tips and gratuities; parking; e-mail/facsimile usage; photocopying; clothes pressing/laundry.

The following are not legitimate travel expenses: alcohol purchased out of the mini-bar; in-room movies; personal entertainment, unreasonable expenses for hotels, meals, etc.

Receipts for accommodations and other associated expenses must be attached to the Travel Expense Claim Form.

**6. Meals**

Travelers may claim personal reasonable meal expenses. Travelers may cover meals by either of the following methods:

- (a) Submit a Travel Expense Claim Form for the daily meal allowance (“per diem”) while traveling. The daily meal allowance is equivalent to the meal allowance authorized by Treasury Board. Receipts are not required for this meal allowance.

- (b) When circumstances require a meal cost to be higher than the usual daily meal allowance amount, the traveler is able to submit a receipt with a Travel Expense Claim Form for a meal. All claims for meals must be reasonable and fully substantiated by receipts.

Any hospitality to third parties must be claimed separately. Where a Board member or an employee entertains another person for business reasons, the name(s) and organization(s) must be identified on the receipt.

## **7. Other Allowable Expenses**

The following expenses may be claimed by Board members and employees while on travel status, provided that they are reasonable and substantiated by receipts attached to the Travel Expense Claim Form:

- Airport Improvement fees;
- Vehicle parking fees;
- Exchange rate costs incurred for the conversion of foreign currency bought or sold while on business outside Canada;
- Business items or stationery/office supplies;
- Necessary laundry or dry cleaning;
- Telecommunications services - costs of telephone calls, faxes or e-mail incurred in connection with Authority business, and one brief telephone call home per day while on travel status, may be claimed;
- Passports or Visas - costs of photos and application fees for Canadian passports, or for required foreign visas, may be claimed;

A daily allowance for incidental items is intended to cover the many small, out-of-pocket expenditures incurred while travelling, such as tips and personal necessities. For Board members and employees on travel status, the per diem that may be claimed for incidentals without receipts is \$30.00 per day.

## **8. Travel Expense Claim Forms**

All claims for reimbursement of travel expenses must be submitted on Travel Expense Claim forms approved for such purpose, as soon as possible following completion of travel.

## **9. Hospitality**

Directors and HPA employees may extend hospitality on behalf of the Authority where hospitality is considered to be essential to facilitate the conduct of Authority business. All such claims for hospitality must be supported by receipts and/or vouchers for the actual expenditures incurred, and must be approved in accordance with this policy.

Hospitality falls within the definition of “Gift” in the Code of Conduct (Schedule “E” to the Letters Patent) and employees and Directors must therefore be guided by the Code when offering hospitality.

The number and names of persons to whom hospitality was extended must be shown on the claim. In exceptional cases where hospitality is extended to a group and where it is impractical to obtain a list of names, the claim should state the name or nature of the group, its size, its relationship to the Authority and the purpose and nature of the hospitality.

#### **10. Business Luncheons and Dinners**

Directors and HPA employees may claim expenses related to luncheons and dinners with their business associates while conducting meetings in connection with Authority business at their own establishment or while they are on travel status. All such claims must be substantiated with receipts and be approved in accordance with this policy.

#### **11. Approvals**

Under no circumstances may a claimant approve his/her own expense claim.

Claims submitted by the President shall be approved by the Chair or, in his/her absence, by the Vice-Chair.

Claims submitted by the Chair shall be approved by the Vice Chair.

Claims submitted by other Directors shall be approved by the Chair or, in his/her absence, by the Vice-Chair.

Claims by employees for travel expenses, hospitality and business meals shall be approved by the claimant's Department Head.

#### **13. Exceptions**

In exceptional circumstances, travel or hospitality expenses may have to be incurred outside the provisions of this policy. In such cases, pre-authorization must be obtained from the President, or in the case of the President, from the Chair.

#### **14. Advances**

Any advances provided to the traveler must be fully accounted for on the Travel Claim Expense Form. The Authority reserves the right to deduct any retained travel advances from the traveler's pay cheque.

#### **15. Reporting**

The Senior Vice President will present a summary of Travel and Hospitality Expenses of the Board of Directors and employees to the Audit Committee and the Board of Directors on a quarterly basis.