

ULCC | CHLC

**UNIFORM LAW CONFERENCE OF CANADA
CONFÉRENCE POUR L'HARMONISATION DES LOIS AU CANADA**

ULCC Guide

**PAYMENT OF TRAVEL-RELATED COSTS
POLICY**

PAYMENT OF TRAVEL-RELATED COSTS POLICY

This policy sets out the guidelines and process for the payment of travel expenses by the Uniform Law Conference of Canada (ULCC).

1. Eligible travel expenses

The ULCC may pay for the travel costs of the Legal Project and Research Coordinator, the Executive Director and other persons to attend meetings of the ULCC and of its committees and working groups, and/or to represent the ULCC in non-ULCC activities, such as the US Uniform Law Commission (ULC) annual meeting.

2. Pre-approval

As a general rule, travel expenses are pre-planned as part of the annual budget process.

Pre-approval of travel expenses for:

- the Legal Project and Research Coordinator and the Executive Director may be by the President, Vice-President, or Chair of the Budget and Finance Committee;
- presenters at the annual meeting (e.g., working group leads) may be by the President, Vice-President, or Chair of the Budget and Finance Committee, in consultation with the Chair of the Advisory Committee on Program Development and Management (ACPDM), as appropriate.
- the President or designate to represent the ULCC in non-ULCC activities, such as the ULC annual meeting, should be by the Executive Committee on recommendation from the Budget and Finance Committee.

3. Travel expense guidelines

Eligible travel expenses may include transportation, meals, and accommodation and may be reimbursed to the individual or paid directly by the ULCC.

Travel expenses are paid in accordance with the National Joint Council Travel Directive (NJCTD)¹ as amended from time to time and as it applies to “other persons travelling on government business” and adapted as necessary for the ULCC.

Transportation expenses: Approval of expenses related to transportation to an event shall be based on cost, duration of the event, convenience, safety, and practicality. In addition to airfare,

¹ <https://www.njc-cnm.gc.ca/directive/d10/en>

expenses may include those related to travel to/from the airport or train station, as well as local transportation, mileage, and parking expenses.

Meal expenses: Meals that are not otherwise provided (e.g., as part of the attended event) will be reimbursed without receipts in accordance with the applicable Appendix of the NJCTD (meal allowances).

Accommodation expenses: Where the traveler's accommodation will be selected and/or paid for by the traveler, the maximum rate eligible for reimbursement must be pre-approved.

4. Communicating Pre-approval

Pre-approval for payment of travel costs of the Legal Project and Research Coordinator and the Executive Director is to be communicated to them in writing by the President, Vice-President, Chair of the Budget and Finance Committee, or Executive Director (when appropriate), with a reference to this policy.

Approval for the President or designate to attend the ULC annual meeting will be reflected in the Budget and Finance Committee and Executive Committee minutes.

For any other person, when a request for payment of travel costs has been approved, the ULCC will set out the terms of reimbursement in a letter to the traveler (see Annex A).

5. Travel expense claims

All travel expense claims must be supported by receipts unless per diems or other conditions apply. A request for payment of travel expenses must be submitted using the ULCC Payment Request form (see Annex B).

6. Deadlines for making claims

Claims for reimbursement of travel expenses must be made within 60 days of travel being completed. Late claims require approval by the Budget and Finance Committee in order to be reimbursed.

Claims for reimbursement made by:

- the Legal Project and Research Coordinator and the Executive Director must be submitted to the President, Vice-President, or Chair of the Budget and Finance Committee for approval;
- all other travelers must be submitted to the Executive Director for review and payment. The Executive Director may consult with others and/or seek additional approval when appropriate.

7. Other

The Executive Committee may approve exceptions to this policy on a case-by-case basis.

A copy of this policy may be provided to travelers on request.

Dear X:

Re: [Meeting/travel...]

Thank you for agreeing to [...]. The Uniform Law Conference of Canada (ULCC) will pay for your transportation, accommodation, and meals for the [...] from [travel dates] in accordance with the National Joint Council Travel Directive. You can find the Directive at:

www.njc-cnm.gc.ca/directive/d10/en .

In particular, the ULCC will pay for:

- air transportation at the lowest economy rate available;
- hotel accommodation up to a rate of [...] per night;
- necessary ground transportation
-

For meals that are not otherwise provided as part of the event for which travel is required, the current per diem allowance applicable to [location] is [total meals], which covers [\$xx] for breakfast, [\$xx] for lunch and [\$xx] for dinner.

Please note that the ULCC is not liable for claims for illness, injury, or damage or loss to personal effects. In the event that you are unable to attend due to illness, or cancellation of the event, the ULCC will reimburse you for actual and reasonable costs incurred that cannot be refunded, either directly or by recourse to an available insurance policy.

A payment request form is attached for your convenience. All payment requests should be submitted to [...] within 60 days of your return from [...]. Please include receipts for transportation and accommodation [as well as all currency exchange transaction records, if applicable]. Receipts for meals are not required, but other expenses claimed without supporting receipts may not be reimbursable.

Sincerely,

XXXXXXXXXX

**Payment Request Form
Uniform Law Conference of Canada**

Date:	
Name:	
Address:	
Purpose of travel:	

Transportation - Original Receipts required for all commercial transportation

Date(s)	Type of Transportation (Airfare, taxi, shuttle: from ____ to ____)	Daily Total	Total Travel Cost
Total Transportation Costs:			

Accommodation – Original receipts required for commercial accommodation within the block of rooms set aside at a rate of \$ xxx per night plus applicable taxes at the xxx Hotel located at xxx; or, in absence of the aforementioned, for other pre-approved accommodation location, duration, and rate.

Date(s)	Name of Commercial Accommodation	Daily Rate	Total Accommodation
Total Accommodation Costs:			

Meals – No receipts required. Standard rates apply.

The standard allowances in effect for meals are: Breakfast: \$27.95; Lunch: \$27.00; Dinner: \$56.85

Date(s)	Specify meals claimed as B (breakfast), L (lunch), D (dinner)	Total Meals Allowances

Total Meals and Incidentals:		

Other Reasonable Associated Costs – Original receipts required for all

These expenses may be reimbursed at the discretion of the ULCC Executive Committee.

Date(s)	Description of Cost	Actual Cost
Total Other Reasonable Costs:		

Total reimbursement requested: \$ _____

Date: _____

Signature: _____

Original receipts attached, as required.