

CFF Travel Policy

Rationale:

The goals of this policy are

1. to ensure a transparent and effective use of CFF resources; and
2. to ensure that the Board of Directors are better accountable of the activities of the organization by attesting that the expenses associated with travel are warranted and contribute to the overall goals of the CFF

Policy:

1. Annual travel plans

Staff members are each required to prepare an annual plan outlining their known travel on behalf of the CFF for each fiscal year. This plan should include a brief explanation of the objective of traveling to each destination as well as the projected expenditures and, where possible, funding from which these expenditures will be debited. The annual travel plan must be submitted to the Board of Directors by the 31st of December, who will consider it for approval prior to 1st April in the following calendar year (the start of the new fiscal year).

In considering the annual travel plans of staff, the Board of Directors will take into account:

- a) the net financial expense to the CFF;
- b) the benefits to the CFF in terms of attaining its goals; and
- c) the benefits to the staff member, in terms of their personal development.

2. Discretionary travel

Undoubtedly, there will be a need for staff to travel relatively short distances in the course of carrying out their responsibilities. Travel that falls within the following guidelines will be left to the discretion of the staff and are not required to be included in their annual travel plans. Staff members are however, still required to report on the outcomes of these travels and account for any costs incurred to the CFF Executive Committee as directed in Section 4.

Discretionary travel includes:

- a) travel to destinations < 500 km from the CFF office or their home office;
and
- b) travel that does not require more than 1 night of accommodation.
or
- c) Travel to required meetings with funding partners.

3. Ad hoc travel

There will likely be a need for staff to travel to functions on behalf of the CFF that were unknown when their annual travel plans were prepared and which do not fall within their discretionary travel. In these cases, the staff member must submit a written request to the CFF Executive Committee more than one (1) week in advance of their travel date for domestic travel and more than one (1) month in advance of their travel date for international travel. This request should outline the predicted expenditures as well as the purpose of the travel, justifying it in terms of the benefits to CFF. The CFF Executive Committee will consider the request and respond to the staff member within 4 days of the submission date for domestic travel and 14 days of the travel date for international travel.

4. Travel Reporting

Following their return from any travel on behalf of the CFF, staff are required to submit a report of their activities to the Board of Directors. This report must be submitted in writing within 10 working days of returning from their travels and must identify the purpose and subsequent outcome of the travel, specifically identifying the benefits gained by CFF as a result of the travel. It is not intended that these reports be extensive.

5. Travel Expenses

Within 7 working days of the completion of travel, a travel expense claim must be submitted using the approved CFF form to the CFF Executive Committee. Following approval by the CFF Executive Committee, expenses will be paid within 10 working days.

Approved by the Board of Directors

Signed: _____ Date: _____

Signed: _____ Date: _____

Accepted by CFF Board XXXX