

CMH TRAVEL, HOSPITALITY, CONFERENCE, TRAINING AND EVENT EXPENDITURE POLICY

1. EFFECTIVE DATE

- 1.1. This policy is effective October 27, 2015. It replaces the policy for Hospitality approved on October 3, 2012 and the policy for Travel approved on October 25, 2012.

2. APPLICATION

- 2.1. This policy applies to:
 - 2.1.1. All employees of the CMH;
 - 2.1.2. The Board of Trustees of the CMH; and
 - 2.1.3. Contractors of the CMH.

3. POLICY STATEMENT

3.1. OBJECTIVES

The objective of this policy is:

- 3.1.1. To establish guidelines for travel, hospitality, conference, training and event expenditures at the CMH; and
- 3.1.2. To align guidelines for travel, hospitality, conference, training and event expenditures at the CMH with Treasury Board policies, directives and related instruments.

3.2. EXPECTED RESULTS

The expected results of this policy are:

- 3.2.1. To ensure sound management of travel, hospitality, conference, training and event expenditures within the CMH; and
- 3.2.2. To ensure expenditures incurred by the CMH respect the principles of accountability, transparency, value for money and are necessary to achieve the organization's mandate and priorities.

4. PURPOSE

- 4.1. To demonstrate prudent stewardship of public funds, and the effective, efficient and economical use of public resources; and
- 4.2. To recognize the importance of ethical values and behaviours in all activities related to the CMH.

5. DEFINITIONS

5.1. Definitions to be used in the interpretation of this policy are in Appendix 10.1.

6. ROLES AND RESPONSIBILITIES

6.1. PRESIDENT AND CHIEF EXECUTIVE OFFICER

6.1.1. Approves this policy.

6.2. CHIEF OPERATING OFFICER

6.2.1. Is responsible for the implementation and the monitoring of this policy.

6.3. CHIEF FINANCIAL OFFICER

6.3.1. Is responsible for developing and maintaining procedures that provide clear instruction and accountabilities for all employees and Trustees of the CMH.

6.4. MANAGERS

6.4.1. Ensure that their team members are aware of and abide by this policy.

6.5. EMPLOYEES AND TRUSTEES

6.5.1. Abide by the policy

7. CONSEQUENCES

7.1. Failure to comply with this policy may result in disciplinary action.

8. REFERENCES

8.1. LEGISLATION AND GOVERNMENT DIRECTIVES:

Access to Information Act

Privacy Act

Financial Administration Act

Public Servants Disclosure Protection Act

Directive on Travel, Hospitality, Conference and Event Expenditures

8.2. CMH POLICIES ON:

Access to Information

Code of Conduct in the Workplace

Conflict of Interest

Employee Disclosure Protection

Official Languages

Financial Signing Authorities

8.3. CMH FORMS AND TOOLS:

CMH Travel Rates

Travel Authority and Advance (including local conferences and training) Form

Travel Claim Form

Hospitality Pre-approval Form

Event Pre-approval Form

9. ENQUIRIES

9.1. Enquiries about this policy should be directed to the Chief Financial Officer.

10. APPENDICES

10.1. DEFINITIONS

10.2. EVENT GUIDELINES

10.3. TRAVEL GUIDELINES

10.4. HOSPITALITY GUIDELINES

10.5. CONFERENCE AND TRAINING GUIDELINES

10.1 APPENDICES - DEFINITIONS

CMH Travel Rates: Approved rates for meal allowances (breakfast, lunch and dinner), incidentals, private non-commercial accommodation and kilometric rates.

Commercial Accommodation: Lodging facilities such as hotels, motels or apartments.

Conferences: Unique opportunities for exchange, debates or discussion of specialized or professional information, including establishing or maintaining relationships necessary for the conduct of CMH business or the delivery of the core mandate of the CMH. Conferences tend to be organized by external organizations and participants are charged a fee to attend. Retreats, work-planning meetings, training seminars or courses that provide training are not considered as conferences.

Contractor: A non-CMH employee who is providing goods or service to the CMH under contract.

Events: Typically represent or support the business activities and governance of the CMH and may include both CMH employees, Board of Trustee members and non-CMH employees. Events include, but are not limited to, business meetings, divisional or corporate management meetings, training, conferences, activities related to the CMH governance function, formal gatherings including exhibit openings, VIP receptions and attendance at galas or similar events.

Hospitality: Consists of the provision of meals, beverages or refreshments in events which are necessary for the effective conduct of CMH business and for courtesy, diplomacy or protocol purposes.

Incidental Expenses: Incidental expenses include such items as gratuities, laundry, dry cleaning and other personal supplies and services.

Non-CMH Employee: A non-CMH employee is a person who is not an employee or Board of Trustee member and is being extended normal business courtesy to further the CMH's objectives.

Official Events: Typically represent or support the business activities and governance of the CMH and may include both CMH and non-CMH employees. Examples of Official Events include, but are not limited to, exhibit openings, VIP receptions, attendance at galas or similar events.

Receipt: Original document showing the expense amounts and applicable sales taxes, itemized when possible, the date and proof of payment.

Small Scale Events: May include, but are not limited to, business meetings with non-CMH employees where hospitality is extended for courtesy, diplomacy or protocol purposes or whole day work sessions where interruption of the work or the dispersal of employees is not desirable.

Total Cost: Includes items such as conference fees, training fees, professional services, hospitality, accommodation, transportation, meals and other relevant costs for all CMH employees participating in the same Event.

Training: Includes fees to attend training seminars and courses where the primary purpose is to enable participants to maintain or acquire job pertinent skills or knowledge.

10.2. APPENDICES - EVENT GUIDELINES

10.2.1. What is an event?

Events typically represent or support the business activities and governance of the CMH and may include both CMH employees, Board of Trustee members and non-CMH employees.

Events include, but are not limited to, business meetings, training, conferences, activities related to the CMH governance function, formal gatherings including exhibit openings, VIP receptions and attendance at galas or similar events.

10.2.2 Event Authorization

When planning an event, the first phase is to estimate all costs associated with the event, both direct and indirect. For the purpose of an event pre-approval, total costs include, but are not limited to, items such as conference fees, professional services, event production costs, hospitality, accommodation, transportation, meals, beverages, refreshments and other relevant costs. Employee salary costs are excluded from the total event cost calculation.

Based on the estimate, appropriate pre-approval must be obtained, using the *Event Pre-Approval* Form (available on the Employee Portal). In addition, please consult the following scenario specific guidance:

- For Travel related events see Appendices 10.3 – Travel Guidelines
- For Hospitality related events see Appendices 10.4 – Hospitality Guidelines
- For Conference and training related events see Appendices 10.5 – Conference and Training Guidelines

10.3. APPENDICES - TRAVEL GUIDELINES

10.3.1 General

- a) All travellers, and employees delegated to approve travel, are responsible for exercising rigorous management of travel expenditures;
- b) Travel is to be avoided where cost efficient alternatives are appropriate and available. Virtual presence, teleconference, videoconference and other remote meeting solutions are to be considered for every travel situation, and if not used the reason is to be documented in the *Travel Authority and Advance (including local conferences and training) Form*.
- c) Attempts should be made to keep the number of persons sent to the same event/activity, including conferences, to the minimum necessary for the effective conduct of CMH business. The total number of travellers attending the same event is to be justified on each *Travel Authority and Advance (including local conferences and training) Form*.
- d) The following Categories of Travel are part of the *Travel Authority and Advance (including local conferences and training) Form*. For each proposed trip one Category of Travel must be selected.
 1. Travel that is required in support of the direct delivery of the core mandate of the CMH or legislative or legal requirements. Travel arrangements that relate to the following activities are considered part of the CMH's core mandate:
 - (a) the acquisition, disposal, conservation or use of any museum material relevant to its activities;
 - (b) its activities and programs for the public, including exhibitions, displays and publications; and
 - (c) research with respect to the items referred to in points (a) and (b);
 2. Travel that is necessary to engage key stakeholders in relation to policy, program or regulatory development or renewal or other matters that support the CMH's ongoing working relationship or operations with such communities;

3. Travel that is necessary to support sound internal governance of the CMH including management meetings, Board of Trustees and Committee meetings or travel that is necessary for the recruitment or hiring of employees;
 4. Travel to enable the training of employees to meet the assigned duties of their positions; and;
 5. Other travel. For this Category of Travel, a detailed explanation for the purpose of the trip is required as part of the travel authorization.
- e) All travel arrangements must be made through the CMH's designated travel service.

10.3.2. Transportation

- a) The most economical option available should be chosen when selecting the mode of transportation, taking into account cost, duration, safety and practicality. Where travel plans are known sufficiently in advance, employees are expected to make reservations well in advance to obtain optimal discount rates.
- b) The standard for air travel is economy class and the standard for rail travel is the next highest class after the full economy class (i.e. business class formerly known as VIA1).
- c) Rental cars must be covered by liability and collision insurance.
- d) The use of privately owned vehicle should be minimized for travel outside the National Capital Region. The CMH assumes no financial responsibility for privately owned vehicles used for CMH travel, other than paying the approved kilometric rate. The CMH is not responsible for reimbursing deductible amounts related to insurance coverage or any fines for traffic or parking violations.

10.3.3. Accommodation

- a) The traveller shall be reimbursed for reasonable expenses for commercial accommodation.
- b) It is the responsibility of the traveller to ensure government or preferred corporate rates are obtained.

10.3.4. Meals and Incidentals

- a) The traveller shall receive a meal allowance based on *CMH Travel Rates* published on the Employee Portal.
- b) The traveller's meal allowance will be reduced to reflect any complimentary meals provided during transportation, at conferences, by third party hospitality or other.
- c) A daily amount will be provided to the traveller, based on the *CMH Travel Rates*, for incidental expenses.
- d) Any other expenses, such as parking, must be clearly identified on the *Travel Authority and Advance (including local conferences and training) Form*.
- e) The extension of Hospitality while on travel status, for the effective conduct of CMH business and for courtesy, diplomacy or protocol purposes, must be pre-approved with justification on the *Travel Authority and Advance (including local conferences and training) Form*.

10.3.5. Combination of Business and Personal Travel

- a) When combining personal and CMH business related trips, the traveller must:
 - 1. Clearly outline the portion of the trip that is personal on the *Travel Authority and Advance (including local conferences and training) Form*;
 - 2. Provide financial details, with support, for the trip with and without the personal portion of the travel;
 - 3. Reimburse the CMH any incremental costs incurred as a result of the addition of the personal travel component.

10.3.6 Loyalty Programs

- a) Provided there are no incremental costs to the CMH, employees travelling on CMH business can join loyalty programs and may retain the benefits offered.

10.3.7. Local Travel

Local travel includes, but is not limited to, full or multi-day retreats, group consultations, conferences and training within the National Capital Region. The *Travel Authority and Advance (including local conferences and training) Form* is to be used to authorize this form of travel.

One-off business meetings, and travel between the two Museum locations, does not require pre-approval by way of the *Travel Authority and Advance (including local conferences and training) Form*. Reimbursement of low dollar value expense claims may be addressed through divisional petty cash.

10.3.8. Non-CMH Employee and Contractor Travel

Non-CMH employees may include individuals attending CMH hosted consultations, exhibit openings and persons being interviewed for CMH employment.

The *Travel Authority and Advance (including local conferences and training) Form* must be completed and pre-approval obtained prior to booking travel arrangements.

Contractor travel only pertains to travel requirements set out in a contract where the contractor will be reimbursed for such travel costs. These guidelines do not apply to contracts where travel costs are included in the per diem of the contractor.

The *Travel Authority and Advance (including local conferences and training) Form* must be completed and pre-approval obtained before the contract is awarded.

10.3.9. Authorization

- a) Travellers are responsible for completing the mandatory *Travel Authority and Advance (including local conference and training) Form* and obtaining appropriate pre-approval **PRIOR** to booking travel arrangements. This form is available on the Employee Portal.
- b) All *Travel Authority and Advance (including local conferences and training) Forms* must be forwarded to the Accounts Payable section **PRIOR** to the travel taking place.
- c) All *Event Pre-approval Forms* (if applicable) must be forwarded to the Accounts Payable section **PRIOR** to the EVENT taking place (see 10.3.10.).

10.3.10. Approval Limits (Travel Expenditure Initiation and Claims Approval)

Travel Expenditure Initiation (Pre-approval)	Chair of the Board of Trustees	President and Chief Executive Officer	Senior Vice-President and Chief Operating Officer	Vice-Presidents	Directors
The TOTAL COST associated with the EVENT (Note 1)	Greater than \$25,000	Between \$5,000 and \$25,000	\$5,000 or less	\$5,000 or less	\$5,000 or less
Local travel (taxi chits, parking, personal use kilometres)		X	X	X	X
Travel within Canada	X	X	X	X	
International travel including continental USA	X	X	X		
Travel requests for President and Chief Executive Officer	over \$5,000		X		
Travel claims (payment approval)	X	X	X	X	X

Note 1: EVENTS include business meetings, divisional or corporate management meetings, conferences, training as well as any other formal gathering of CMH or non-CMH employees. For the purpose of an EVENT pre-approval, TOTAL COST may include, but not be limited to, items such as conference fees, professional services, hospitality, accommodation, transportation, meals and other relevant costs for ALL CMH employees participating in the same EVENT while on travel status.

In cases where multiple employees are travelling to the same EVENT, an *Event Pre-approval Form* must be filled out which includes the detailed cost breakdown for EACH participant and the TOTAL COST for ALL participants. The *Event Pre-approval Form* must be approved by the appropriate delegation of authority listed in Table 10.3.10.

Please note that a *Travel Authority and Advance (including local conferences and training) Form* must also be filled out and approved for each traveller regardless of their inclusion in a travel related EVENT.

10.3.11. Travel claim reimbursements

- a) Travellers are responsible for completing a *Travel Claim Form* and obtaining appropriate approval in order to be reimbursed for travel expenses incurred. This form is available on the Employee Portal.
- b) The *Travel Claim Form* must be accompanied by supporting expense receipts and justifications where appropriate. Credit card receipts alone are not acceptable for reimbursement.
- c) Delegation of authority for travel claim payment approval is included in Table 10.3.10.

10.4. HOSPITALITY GUIDELINES

10.4.1. What is hospitality?

The provision of hospitality is often necessary to support the conduct of the CMH's business and to deliver on core mandates and priorities. Hospitality consists of the provision of meals, beverages or refreshments in events which are necessary for the effective conduct of CMH business and for courtesy, diplomacy or protocol purposes.

10.4.2. Who can be provided hospitality?

Hospitality for non-CMH employees

Non-CMH employees can be provided hospitality in events/activities where it is a matter of courtesy, diplomacy, protocol or when necessary to facilitate the achievement of CMH business.

Hospitality for CMH employees

Hospitality expenditures may be incurred for CMH employees where:

- CMH employees are required to participate in operations, business meetings, training or similar events that extend beyond normal working hours or situations where there are no nearby or appropriate facilities to obtain refreshments or meals and/or where staff dispersal is not effective or efficient;
- CMH employees are required to be part of an event/activity, or to participate in a conference, which includes non-CMH employee participation and to whom hospitality is provided as a matter of courtesy, diplomacy or protocol.
- At the discretion of the President and Chief Executive Officer, hospitality may be provided as part of an employee award or recognition event.

Hospitality expenditures for meetings involving only employees such as brown bag or pizza lunches, regular or recurring meetings in the normal conduct of business, employee feedback and discussion sessions are **not** permitted.

10.4.3. What can be offered at a hospitality function?

The standard for hospitality is the provision of food and non-alcoholic beverages.

The provision of alcoholic beverages, subject to pre-approval, is only permitted in special circumstances where it is a matter of courtesy, diplomacy or protocol involving non-CMH employees.

The Standard Cost per Person is the maximum expected meal cost per person to be applied in normal circumstances. A cost per person exceeding the Standard Cost and up to the Maximum Cost per person is to be applied in exceptional circumstances, justified by the type of event, the status and nature of participants and for reasons of courtesy, diplomacy or protocol.

In the extraordinary circumstance that the hospitality cost for the function exceeds the total Maximum Cost, a briefing note, including justification and an estimate of the total cost of the function, must be provided to the Chair of the Board of Trustees for pre-approval.

The following table reflects per person hospitality costs that would be provided per meal type over the course of a single day and per serving for refreshments:

Food and beverage	Standard Cost per Person	Maximum Cost per Person
Breakfast	1.5 X (multiplied by) CMH Travel Rate for Breakfast	1.5 X (multiplied by) Standard Cost per Person
Refreshment	0.5 X (multiplied by) CMH Travel Rate for Breakfast	1.5 X (multiplied by) Standard Cost per Person
Lunch	2.0 X (multiplied by) CMH Travel Rate for Lunch	1.5 X (multiplied by) Standard Cost per Person
Reception	2.0 X (multiplied by) CMH Travel Rate for Breakfast	1.5 X (multiplied by) Standard Cost per Person
Dinner	1.75 X (multiplied by) CMH Travel Rate for Dinner	1.5 X (multiplied by) Standard Cost per Person

10.4.4. Hospitality Pre-approval (Small Scale Events with Hospitality Only)

Small scale events may include, but are not limited to, business meetings with non-CMH employees where hospitality is extended for courtesy, diplomacy or protocol purposes or whole day work sessions where interruption of the work or the dispersal of employees is not desirable.

Employees, and employees delegated to approve hospitality, must ensure that pre-approval is obtained **PRIOR** to the hospitality function using the *Hospitality Pre-approval (Mandatory) Form*. This form will auto-calculate total Standard and Maximum Cost estimates based on the input of attendance quantities by meal/beverage type. This form is available on the Employee Portal.

Careful consideration must be exercised to ensure the proper level of delegated pre-approval authority is obtained to match the circumstances surrounding the hospitality function in question.

All *Hospitality Pre-approval (Mandatory) Forms* must be forwarded to the Accounts Payable section **PRIOR** to the hospitality function taking place.

10.4.5. Event with Hospitality Pre-approval (Large Official Events)

Official events which include hospitality typically represent or support the business activities and governance of the CMH and may include both CMH and non-CMH employees. Examples of Official Events include, but are not limited to, exhibit openings, VIP receptions, attendance at galas or similar events. For the purpose of an event pre-approval, TOTAL COST may include, but not be limited to, professional services, event production costs, meals, beverages or refreshments.

An *Event Pre-approval Form* must be filled out which includes the detailed cost breakdown for the event by major expense type. The *Event Pre-approval Form* must be approved by the appropriate delegation of authority listed in Table 10.4.6.

All *Event Pre-approval Forms* must be forwarded to the Accounts Payable section **PRIOR** to the EVENT taking place.

10.4.6. Approval Limits (Hospitality Expenditure Initiation and Claims/Supplier Invoice Approval)

Hospitality Expenditure Initiation (Pre-approval)	Chair of the Board of Trustees	President and Chief Executive Officer	Senior Vice-President and Chief Operating Officer	Vice-Presidents	Directors
The TOTAL COST associated with the EVENT (Note 1)	Greater than \$25,000	Between \$5,000 and \$25,000	\$5,000 or less	\$5,000 or less	
Hospitality costs associated with an event	Greater than \$5,000	Between \$1,500 and \$5,000	\$1,500 or less	\$1,500 or less	
Individual who is a participant at a hospitality event (Note 2)	May approve the hospitality (with restriction)	May approve the hospitality (with restriction)	May approve the hospitality (with restriction)	May not approve the hospitality. The approval of a higher authority is required.	
For events involving CMH employees only	X	X	X		
Alcoholic beverages will be provided for courtesy, diplomacy or protocol purposes	X	X			
Costs exceeding the standard or maximum cost per person (see Hospitality Pre-approval Form)	Greater than Maximum Cost	Greater than Standard Cost			
Hospitality will be provided to a spouse or to a person accompanying an event participant for courtesy, diplomacy or protocol purposes	X	X			
Hospitality claims / supplier invoices (payment approval)	X	X	X	X	

Note 1: EVENTS typically represent or support the business activities and governance of the CMH and may include both CMH and non-CMH employees. For the purpose of an EVENT pre-approval, TOTAL COST may include, but not be limited to, professional services, event production costs, meals, beverages or refreshments.

Note 2: Individuals in attendance at small scale events cannot approve hospitality expenses. Small scale events are pre-approved by the Senior Vice-President and Chief Operating Officer, unless in attendance, where pre-approval would rest with the Chief Financial Officer. Large scale Official events are pre-approved as per the delegations of authority set in Table 10.4.6.

10.5. APPENDIXES - CONFERENCE AND TRAINING GUIDELINES

10.5.1. What is a conference?

Conferences or similar events often provide unique opportunities for exchange, debates or discussion of specialized or professional information, including establishing or maintaining relationships necessary for the conduct of CMH business or the delivery of the core mandate of the CMH.

Conferences tend to be organized by external organizations and participants are charged a fee to attend.

Retreats, work-planning meetings, training seminars or courses that provide training are not considered as conferences.

10.5.2. What is training?

Training includes fees to attend training seminars and courses where the primary purpose is to enable participants to maintain or acquire job pertinent skills or knowledge.

10.5.3. Authorization

- a) Conference/training attendees are responsible for completing the mandatory *Travel Authority and Advance (including local conference and training) Form* and obtaining appropriate pre-approval **PRIOR** to booking travel arrangements and/or registering for the conference/training.
- b) All *Travel Authority and Advance (including local conferences and training) Forms* must be forwarded to the Accounts Payable section **PRIOR** to the conference/training taking place.
- c) All *Event Pre-approval Forms* (if applicable) must be forwarded to the Accounts Payable section **PRIOR** to the EVENT taking place (see 10.5.4.).

10.5.4. Approval Limits (Conference/Training Expenditure Initiation and Supplier Invoice Approval)

Conference/Training Expenditure Initiation (Pre-approval)	Chair of the Board of Trustees	President and Chief Executive Officer	Senior Vice-President and Chief Operating Officer	Vice-Presidents	Directors
The TOTAL COST associated with the EVENT (Note 1)	Greater than \$25,000	Between \$5,000 and \$25,000	\$5,000 or less	\$5,000 or less	\$5,000 or less
CMH sponsoring a conference/training	X	X			
Attendance of employees to a conference/training within Canada	X	X	X	X	
Attendance of employees to a conference/training outside Canada	X	X	X		
Conference/training requests for President and Chief Executive Officer	over \$5,000		X		
Supplier invoices (payment approval)	X	X	X	X	X

Note 1: For the purpose of an EVENT pre-approval , TOTAL COST includes items such as conference fees, training fees, professional services, hospitality, accommodation, transportation, meals and other relevant costs for ALL CMH employees participating in the same conference/training EVENT.