

Mnaasged Child and Family Services



Transportation Policy and Procedure Manual

May 2020

*Acknowledging the Past
Serving the Present
Creating the Future*

TABLE OF CONTENTS

SECTION 1: INTRODUCTION1

SECTION 2: FLEET MANAGEMENT AND USE OF OTHER ROAD TRANSPORTATION2

 Fleet Management 2

 Road Transportation..... 4

 Travel Outside of the Jurisdiction..... 6

 Use of Employee-owned (Privately owned) Vehicle 8

 Mnaasged Child and Family Services Vehicle..... 10

 Travel Arrangements, Meals, and Miscellaneous Expenses 17

SECTION 1: INTRODUCTION

SECTION 2: FLEET MANAGEMENT AND USE OF OTHER ROAD TRANSPORTATION

Department: Transportation	POLICY #:
Section: Fleet Management and Use of Other Road Transportation	
Subject: Fleet Management	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

FLEET MANAGEMENT

POLICY

A combination of fleet vehicles, car rentals, and the use of privately owned vehicles of Staff will be used to meet the business needs of Mnaasged Child and Family Services in a cost-effective and operationally efficient manner.

Mnaasged Child and Family Services will analyze its transportation needs and, when appropriate, purchase, lease, or otherwise acquire vehicles for Staff use.

The process of acquiring or disposing of a vehicle will follow the procedures in the Finance Policy.

PROCEDURE

The Director of Services or designate will conduct an Annual Review and Analysis of Mnaasged's transportation needs. This will include a review of the utilization rates and costs for the use of Mnaasged-owned or leased vehicles, rentals, and privately owned vehicles used for Mnaasged business.

The analysis will take into consideration any special purposes for which vehicles were acquired. The analysis and recommendations will be presented to the Executive Director for consideration.

When new vehicles are acquired, vehicles will be selected from the Ontario Public Sector vehicle selector list. Any exceptions to the Standard require the approval of the Executive Director. Sport and luxury vehicles will not be acquired under any circumstances.

All purchased vehicles must be equipped with standard manufacturer option packages that optimize the life-cycle cost, purchase price, and subsequent resale value of the vehicle.

When it has been determined to sell a Mnaasged Fleet vehicle, Mnaasged will refer to the Blue Book to ensure that maximum value will be achieved.

Mnaasged will support the Government of Ontario initiatives to reduce greenhouse gas emissions whenever and if feasible and cost-effective.

POLICY REFERENCE

Department: Transportation	POLICY #:
Section: Fleet Management and Use of Other Road Transportation	
Subject: Road Transportation	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

ROAD TRANSPORTATION

POLICY

A combination of Mnaasged Child and Family Services vehicles, car rentals, use of privately owned vehicles of Staff, and other ground transportation will be utilized to meet the business needs of Mnaasged Child and Family Services vehicles in a cost-effective and operationally efficient manner.

Alternative modes of transportation (e.g., rail and air) will be considered when road transportation is not practical or operationally efficient. Alternative modes of transportation must be approved by the Executive Director or designate.

When road transportation has been determined to be the most practical and economical way to travel, the order of preference will be the following:

- a) Mnaasged Child and Family Services vehicle when available*
- b) Rental vehicle if Mnaasged Child and Family Services vehicle is not available and the rental vehicle is more economical than the use of a privately owned vehicle*
- c) Privately owned vehicle when Mnaasged Child and Family Services vehicle is not available, and the privately owned vehicle is more economical than the use of a rental vehicle, if the Employee requested and obtained permission to use a privately owned vehicle*

**An exception to the above involves Employees who have obtained permission to use their privately owned vehicles on a regular basis to carry out day-to-day functions of Mnaasged Child and Family Services business normally within its jurisdiction. Employees who are required to use privately owned vehicles on a regular basis are also required to abide by the order of preference listed above when travelling distances that exceed 200 kilometres and weighed against the distance and time required to secure a rental vehicle when travelling to more remote areas within the jurisdiction.*

- d) *Local public transportation or hotel shuttles will be used whenever practical*
- e) *Taxicabs may be used if justified by exceptional circumstances, such as the following:*
 - i. *When other means of transportation are not available*
 - ii. *When weather conditions so warrant*
 - iii. *When health or safety warrants*
 - iv. *When group travel by taxicab is more economical than the total cost of individuals travelling separately*
 - v. *When the transport of work-related baggage is required and cannot be accommodated by a Mnaasged Child and Family Services vehicle*

PROCEDURE

1. Employees will reserve Mnaasged vehicles in advance using the established booking schedule at their work site.
2. The use of a Mnaasged vehicle for long distance travel will take priority over local travel.
3. If Mnaasged cars are not available to meet immediate transportation needs, the Employee will discuss alternatives with the immediate Manager. The Manager may approve taxicab service for limited local transport needs or the rental of a vehicle if required for a full day or longer.
4. If the need to rent a vehicle has been determined, preference will be given to a rental car for local travel and a Mnaasged-leased vehicle for longer distances.
5. When renting a vehicle, the size of the rental will be mid-sized for the most economical and practical use for program delivery and number of occupants.
6. Requests to use one's personal vehicle for travel will be subject to the "Use of Personal Vehicles" Policy.

POLICY REFERENCE

Department: Transportation	POLICY #:
Section: Fleet Management and Use of Other Road Transportation	
Subject: Travel Outside of the Jurisdiction	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

TRAVEL OUTSIDE OF THE JURISDICTION

POLICY

Mnaasged Child and Family Services must ensure that travel by Board Members, Staff, Alternative Care Parents, and Volunteers on Mnaasged Child and Family Services business outside the boundaries of its jurisdiction occurs only when necessary and is done in a manner that reflects good service delivery and financial accountability.

Travel outside Canada by Staff or Alternative Care Providers on Mnaasged Child and Family Services business requires the approval of the Executive Director.

PROCEDURE

1. Requests for travel outside the jurisdiction are subject to Mnaasged’s Spending Authority Policy, including a written proposal if applicable. All expenditures in such circumstances are subject to compliance with Mnaasged’s policies on reimbursement. Further, Staff are required to confer with their Manager before travelling to ensure adequate office coverage is in place during their absence.

TRAVEL OUTSIDE THE JURISDICTION/INSIDE ONTARIO

1. Staff approved to attend a training event, course, or meeting or to serve on a committee, working group, and so on will have approval to attend such activities. This will eliminate the need for prior written approval for each individual trip.
2. Staff who have, as part of their responsibilities, the supervision of Children/Youth placed outside of Mnaasged’s jurisdiction will have standing approval to travel to those placements to meet their obligations under the *Child, Youth and Family Services Act*. This will eliminate the need for prior written approval for each trip.

3. Routine travel by Staff or Alternative Care Providers with Children/Youth to adjacent communities outside the Mnaasged catchment area (but within Ontario) for sports, recreation, shopping, or educational purposes will be approved for subsequent trips to the same location. This also includes if a Youth has been approved to play hockey or other sport that may require travel to games, exhibitions, tournaments, and so on.

TRAVEL OUTSIDE ONTARIO

1. All travel outside Ontario requires prior approval of the Executive Director. The request for travel will include:
 - a) Reason for the travel
 - b) Duration of travel
 - c) Method of travel and rationale
 - d) Estimated costs for travel
 - e) Estimated benefits for travel to Mnaasged, Client, or individual involved

TRAVEL OUTSIDE CANADA

1. All travel outside Canada must be approved in advance by the Executive Director.
2. Written requests must include nature of the request, necessity or benefit of travel, method of travel, and cost for out-of-country travel that will be submitted to the Executive Director for approval.
3. The most economical and practical form of transportation will be utilized unless there are compelling reasons to select a more costly form. Such reasons will be documented and maintained with the original proposal.
4. Helpers must ensure that all required documentation for their and their Child/Youth in Care out-of-country travel is in order prior to departure, such as passports, visas, and medical coverage. Youth travelling outside of Canada will also require written permission from the Executive Director or the Parent or Guardian (where guardianship and signing authority is retained). A copy of a Court Order or written agreement placing the Child/Youth in Care will also be needed. The letter from the Executive Director must specify who the Child/Youth is travelling with, including contact information for the Child's/Youth's assigned Helper.

POLICY REFERENCE

Department: Transportation	POLICY #:
Section: Fleet Management and Use of Other Road Transportation	
Subject: Use of Employee-owned (Privately Owned) Vehicle	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

USE OF EMPLOYEE-OWNED (PRIVATELY OWNED) VEHICLE

POLICY

It is expected that Employees of Mnaasged Child and Family Services will use its leased vehicles. The use of Employee-owned vehicles is acceptable only with the permission of the Executive Director or designate. Mnaasged Child and Family Services may require certain Employees to provide their own vehicles for business purposes.

Mnaasged Child and Family Services will reserve the right to request a mechanical fitness certificate for Employee-owned vehicles if required for work purposes at the expense of Mnaasged Child and Family Services. Any repairs to an Employee-owned vehicle will be at the Employee's expense.

Smoking is not permitted in an Employee-owned vehicle when transporting Children or Clients.

PROCEDURE

1. Authorized use of Employee-owned vehicles is subject to, but not limited by, policies and procedures related to travel, use and maintenance of vehicles, and road transportation.
2. Permission to use Employee-owned vehicles for business purposes must be obtained for each occasion from the Executive Director or designate. The Executive Director or designate may allow certain Employees, on written permission for specific situations, to have ongoing use of their privately owned vehicle for those specified situations.
3. Proof of liability insurance in the amount of \$2,000,000 plus appropriate business coverage must be provided by Employees in those circumstances where personal use of their vehicle is either requested by them or required by Mnaasged. Copies of this information will be retained in the Employee's Personnel File.

4. Employees will be responsible for the cost of insurance.
5. Employees authorized to use their privately owned vehicles for Mnaasged business will normally be compensated with Mnaasged's approved travel mileage rate.
6. Employees will document the date of travel, specific destination(s), distance, and purpose of all travel if reimbursement is claimed.

POLICY REFERENCE

Department: Transportation	POLICY #:
Section: Fleet Management and Use of Other Road Transportation	
Subject: Mnaasged Child and Family Services Vehicle	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

MNAASGED CHILD AND FAMILY SERVICES VEHICLE

POLICY

Mnaasged Child and Family Services will ensure that the utilization of any vehicle for business will be conducted in a safe and reasonable manner and that Mnaasged Child and Family Services vehicles are maintained in a state of good repair.

PROCEDURE

1. Individuals who drive Mnaasged vehicles or car rentals on behalf of Mnaasged must have a valid driver's license and must be authorized in accordance with Mnaasged's Delegation of Authority to drive Mnaasged vehicles for business purposes.
2. Mnaasged leased or purchased vehicles will be used for business purposes only.
3. Subject to availability, Board Members, Alternative Care Providers, and Volunteers may use Mnaasged vehicles for Mnaasged business by arranging with the appropriate Manager.
4. All drivers of Mnaasged vehicles will be responsible to identify observed or suspected malfunctions or safety concerns, to maintain Mnaasged vehicles in a state of cleanliness, and to ensure the protection of vehicles against theft or damage when not in use.
5. All drivers of Mnaasged vehicles will follow the rules and regulations of the Ministry of Transportation.
6. Unless specifically recommended by the manufacturer, gasoline powered Mnaasged vehicles will use regular grade gasoline, not mid-range or premium.
7. All Mnaasged vehicles will be properly maintained by the designated Managers who will follow the maintenance schedule recommended by the vehicle's manufacturer.

8. The use of Employee-owned vehicles for Mnaasged business will require authorization from the Executive Director or designate and will be subject to the “Use of Employee-owned (Privately Owned) Vehicle” Policy and Procedure.

AUTHORITY TO DRIVE A MNAASGED VEHICLE

1. Anyone driving a vehicle must hold a valid “G” license or one that includes a “G” qualification, be over the age of 25 years, and have no violations against their license. Mnaasged will request authorization from the insurer in cases where potential drivers are under the age of 25 years.
2. Each individual driver must obtain a Driver’s Abstract prior to having access to a vehicle. Funds for the Abstracts will be reimbursable by Mnaasged.
3. No person may drive a Mnaasged vehicle before authorization has been granted with the current policies and procedures related to travel, use, and operation of Mnaasged and Employee-owned vehicles. Employees will be provided with the opportunity to review the aforementioned policies, to sign the “Declaration of Understanding,” and to provide their Drivers’ Licence and proof of insurance at the time of hiring.
4. All rules of the road must be obeyed.
5. No person shall operate a Mnaasged Fleet vehicle while using a cell phone.

BOOKING A VEHICLE

1. Authorized Vehicle Operators will request the vehicle usually two weeks prior to its actual use for a single trip. If more than one (1) Employee requires the use of a vehicle on the same day and no other vehicle is available, the Employee travelling the farthest will be prioritized.
2. Employees who use their privately owned vehicle for Mnaasged business when a company vehicle is available will not be reimbursed for mileage unless authorized by their Supervisor. It will be the Employee’s responsibility to ensure that a Mnaasged vehicle is not available.
3. Mnaasged vehicles will be available to Staff following the Vehicle Schedules located at each work site. Staff will be required to book vehicles in advance. The use of a Mnaasged vehicle for long distances will take priority over local travel.
4. Board Members, Alternative Care Providers, and Volunteers may use Mnaasged vehicles for Mnaasged business by arranging with the appropriate Office Manager in advance of the need. The availability of vehicles will depend on the needs of the Service Team.
5. When Helpers are required to arrive or leave at a time that is not part of the regularly scheduled workday, the Mnaasged vehicle may be parked at the Helper’s home (place of

residence), providing authorization has been obtained from a Manager. The vehicle cannot be used for personal use to or from the office.

6. On call Helpers may take a Mnaasged vehicle home (place of residence) After Hours for on call use. The vehicle cannot be used for personal use.

PASSENGERS, SEAT BELTS, AND CAR SEATS

1. Persons other than the driver of a vehicle may only be transported as passengers when such transportation is necessary for program delivery or is beneficial to Mnaasged's operations. Any exceptions must be approved by the Executive Director or designate and must not impact on confidentiality or interfere with the delivery of service, purpose, or cost of travel.
2. All individuals driving vehicles must wear their seat belts.
3. Children being transported, subject to height and weight, must wear seat belts or be seated in a car seat that is properly secured with a tether strap attached to an anchor belt. Mnaasged will provide car seats for Children. It will be the driver's responsibility that these be used as required.
4. All staff will be trained on transporting Children safely.
5. Adults being transported will be asked to use their seat belts. If they decline to do so, they will be advised of their responsibility for any fines, injury, and so on that could occur.

NO SMOKING

1. Authorized operators and their passengers will be prohibited from smoking in rented or Mnaasged-owned vehicles. Each Program's Administrative Staff will ensure that a "No Smoking" sign is posted in each vehicle.

INSURANCE COVERAGE

1. Insurance coverage for Mnaasged vehicles will be provided at no cost to the Employee. Proof of insurance coverage will be kept in each vehicle's glove compartment.

ILLNESS

1. Any illness that would restrict a person's ability to use a vehicle must be reported in writing with an accompanying medical certificate to the immediate Manager. Resumption of the use of a vehicle to conduct Mnaasged business will be considered only with the written clearance from a physician.

ACCIDENT OR THEFT

1. If an accident or theft occurs involving a Mnaasged-leased or privately owned vehicle, the operator must immediately notify Mnaasged's Administration Office and call the local authorities for an official report. If more than one (1) vehicle is involved in an accident, the operator must secure the name, address, phone number, and insurance carrier of the person(s) operating the other vehicle(s).
2. If necessary, emergency medical attention will be requested without delay.
3. All accidents will be reported to the Police, the driver's immediate Supervisor, and the Manager in charge of the Mnaasged Fleet. The Manager will notify the insurance company.
4. On returning to the work site, the driver will complete a full written report to submit to the immediate Supervisor, without delay, with copies to the Executive Director, the Director of Services, and the Manager in charge of the Fleet.
5. An Employee using a Mnaasged vehicle shall do so in a careful and prudent manner to prevent any damage.
6. Employees who have permission to use their privately owned vehicle for work will report to their insurance carrier directly of any accident that may have occurred while carrying out Mnaasged business.

TRAFFIC (MOVING) AND PARKING VIOLATIONS

1. Payment of all fines and penalties for traffic violations will be the responsibility of the Employee authorized to operate the vehicle. Mnaasged will make no reimbursements or payments for traffic fines or penalties. It will be the Employee's responsibility to report any traffic violation to the Supervisor or the Manager as soon as possible.
2. Any moving violations incurred will be immediately reported in writing to the immediate Manager with a copy to the Executive Director and the Director of Services.
3. The Executive Director may impose restrictions on an Employee with the use of a vehicle for Mnaasged business if violations are serious or repetitive in nature and pose a serious risk.
4. Loss of a valid driver's license may result in temporary or permanent suspension of employment.
5. Employees travelling within Ontario who use toll roads (such as 407, 412, and 418) will be responsible for paying the toll charges unless they receive prior approval for the use. Approval may be granted if the savings in time or distance outweigh the direct cost that will incur.

MALFUNCTIONS AND SAFETY CONCERNS

1. Before leaving with a vehicle, drivers will be expected to conduct a visual inspection of the vehicle for evidence of obvious deficiencies or safety issues.
2. It is the responsibility of all users of Mnaasged or rental vehicles to report any malfunctions or safety concerns to the immediate Supervisor. The Supervisor will arrange to have the malfunction or safety concern evaluated and addressed and, if necessary, will ground the vehicle until such time the required repairs have been performed.
3. It is the responsibility of the owner of a privately owned vehicle to address malfunctions or safety concerns of the vehicle without delay and to make alternative arrangements with the Supervisor for Mnaasged-related travel.

MNAASGED FUEL AND RECEIPTS

1. Unless otherwise specified by the vehicle manufacturer, Mnaasged vehicles and rentals will be fuelled with regular gasoline.
2. Within the jurisdiction of Mnaasged, drivers will be expected to fuel Mnaasged and rental vehicles wherever possible at a First Nation gas station where a standing fuel purchase order exists. The fuel receipt must indicate the license number of the Mnaasged vehicle and the Program in which the vehicle is assigned.

DAILY TRAVEL LOG

1. Vehicle Operators will maintain a Travel Log and record information daily on a "Vehicle Check and Mileage Log" Form. The form will be signed off by the operator before submitting to their Administration Department after each use.
2. The forms will be forwarded to the Director of Services at the end of each month for analysis.

PROTECTION OF VEHICLES

1. All Mnaasged vehicles will be locked when not in use and parked overnight in the designated parking areas. The keys for Mnaasged vehicles will be returned and secured in the designated area. Valuables, whether the property of Mnaasged or the Employee (Laptop computers, cell phones, portable GPS, or cash), must not be left in vehicles, secured or not, to reduce the risk of break-ins or vandalism.

MAINTENANCE

1. Vehicle Operators will be responsible for cleaning inside (removing personal items and garbage after each use) and outside of the vehicles as needed.
2. Vehicle Operators will be responsible for taking the vehicle in for servicing at the designated servicing sites in accordance with need and any new car warranty or maintenance schedule. For vehicles that are not exclusively used by a single Employee, the Program's Administration Personnel will be responsible for booking and taking vehicles in for servicing as needed.
3. Expenses of normal maintenance and repairs will be the responsibility of each Program. Prior approval will be required from the Director of Services or designate before repairs are made.
4. Breakdowns or out-of-service vehicles must be reported to the Program's Administration as soon as possible. Reimbursement for mileage on privately owned vehicles due to out-of-service vehicles must be pre-authorized by the Director of Services or designate.

VIOLATIONS OF POLICY

1. The following conduct on the part of a Vehicle Operator may result in the suspension of driving privileges or termination of employment, depending on the severity of the conduct as determined by the Program Director (note that Mnaasged's Progressive Discipline Policy will be followed):
 - a) Failure to comply with the requirements of this Policy
 - b) Consume alcohol or other mind-altering substances prior to or while driving
 - c) Traffic violations or vehicle accidents due to the fault or negligence of the Vehicle Operator that results in suspension or revocation of the driver's license or cancellation of the insurance
 - d) Failure to provide proper maintenance for assigned vehicles
 - e) Failure to report vehicle-related problems in a timely manner to the respective Administration Office
 - f) Failure to turn over possession of a vehicle on demand

BREAKDOWNS

1. Vehicle Operators will be required to report a vehicle breakdown to the Department's Administration Personnel or the Director of Services. Mnaasged shall provide 24-hour

emergency roadside assistance for each of its vehicles. If a vehicle breakdown occurs, Vehicle Operators will carry out the following:

- a) Locate the emergency roadside assistance card contained in the vehicle owner's manual located in the glove compartment
- b) Call the telephone number provided on the card. Roadside assistance will cover tire service, fuel delivery, emergency lockout, and battery charge
- c) Vehicle Operators will be asked to provide their name and the vehicle's VIN number indicated on the roadside assistance card

POLICY REFERENCE

Department: Transportation	POLICY #:
Section: Fleet Management and Use of Other Road Transportation	
Subject: Travel Arrangements, Meals, and Miscellaneous Expenses	
Date Approved:	Date Revised:
Board Resolution #:	
Source Reference:	

TRAVEL ARRANGEMENTS, MEALS, AND MISCELLANEOUS EXPENSES

POLICY

Travel, meal, and miscellaneous costs arising from Mnaasged Child and Family Services business or training will be reimbursed or advanced to Board Members, Employees, Alternative Care Providers, and Volunteers on approval of the appropriate Management Staff and will be based on the established rates of reimbursable expenses.

All individuals who travel on approved Mnaasged business will be entitled to the reimbursement of travel expenses as outlined in the Travel Policy. This Travel Policy reflects the responsibility of Mnaasged Child and Family Services to have in place provisions and guidelines that are reflective of accepted travel expense reimbursement practices.

PURPOSE

The purpose of this Travel Policy is to establish provisions and guidelines for the reimbursement of expenses incurred by individuals travelling on approved Mnaasged business. Appropriateness and good judgment when incurring legitimate travel expenses will be the guiding principles supporting this Policy. Prior approval by the Management or the Executive Director must be given for any deviations not stated in this Policy.

APPLICATION

This Travel Policy will apply to all individuals travelling on Mnaasged business, including non-Employees of Mnaasged who are asked to travel on its behalf and people and families that have dealings with, or are supported by, Mnaasged Child and Family Services.

PROCEDURES

1. The kilometric rates and other general allowances for travel, including meals and incidentals, will align with the provisions stated. As of this date the rates are as follows:

Mileage	\$0.40 per kilometre
\$11.37	Breakfast
\$14.63	Lunch
\$26.00	Dinner
\$17.30	Incidentals

2. Rates will be reviewed on an annual basis or when amendments are made to the Ontario Hospitality Directive.

AUTHORIZATION AND APPROVAL OF TRAVEL

1. All travel must be pre-authorized by the Supervisor. Travel approval will imply that consideration has been given to the necessity of the travel and that travel arrangements accommodate both the traveller's needs and Mnaasged's operational requirements. Parking may be included with accommodation or be reimbursed if a receipt is attached.

USE OF A DESIGNATED TRAVEL AGENCY

1. Travellers will be permitted to make their own travel arrangements or use the services of Mnaasged's Designated Travel Agency, which is authorized to handle travel reservations under specific directives and guidelines.

MODE OF TRANSPORTATION

1. Travellers will have the option of selecting a preferred mode of transportation if the choice is based on cost, duration, safety, convenience, and practicality and represents good value to Mnaasged. Travellers will be encouraged to book as far in advance as is reasonable to take advantage of any travel discounts. Travellers may participate in various loyalty incentive programs (airlines, accommodation, car rental, and so on) provided these do not result in higher travel costs for Mnaasged.

TRAVEL ARRANGEMENTS

1. All travel arrangements must be pre-approved by the appropriate level of authority for all business travel and documented on a **Pre-Trip Approval** Form.
2. Travel that is less than 200 km round trip and involving no overnight stay does not require pre-authorization.

3. Pre-authorization from the appropriate Supervisor or Manager will be required for travel not considered routine.

RESERVATION PROCEDURES

1. All reservations for trips requiring air travel must be made through the approved Travel Agency. Each traveller or the Designated Travel Agency will be responsible for coordinating the travel arrangements, obtaining confirmation numbers, and ensuring proper payment is made.

AIR TRAVEL

1. The standard for air travel is economy class. When continuous air travel exceeds nine (9) hours (including standard scheduled stopovers), business class air travel will be acceptable with prior approval. The following will be considered when coordinating travel arrangements:
 - a) *Class of Service*: all Employees must travel in coach class unless they receive a free upgrade
 - b) *Lowest Available Fare*: all airline tickets must be booked at the lowest available airfare as determined by the Designated Travel Agency. Non-refundable and non-transferable tickets are lower priced and will not to be purchased. These tickets place Mnaasged at risk of monetary loss
 - c) The flight's departure or arrival time is within hours before or after the requested departure or arrival time. One-stop or connecting flights should be considered if savings of \$100 or more can be achieved without incurring additional charges, such as an overnight stay. Employees may not specify a carrier
 - d) *Electronic Tickets (e-tickets)* will be the choice to capitalize on the cost benefits and convenience. The use of electronic ticketing will be the primary method of ticketing, except for multi-legged international itineraries and airlines without an electronic ticket option
 - e) *Charter or Private Aircraft*: reimbursement for the rental of a charter or a private aircraft requires the written pre-authorization from the Executive Director prior to incurring the expense
 - f) *Payment and Documentation*: all airline tickets must be booked with the Designated Travel Agency or online. When booked with the Designated Travel Agency, tickets will be charged automatically to, and paid by, Mnaasged. When booked online, tickets will be billed to the Employee and will be reported on the Employee's Expense Report for

Reimbursement. Invoices for online bookings must include details, such as taxes, services, and so on

- g) *All documentation supporting the travel costs must be submitted to the Finance Department.* Boarding passes will be needed to claim the expense

RAIL

1. Economy or standard class rail travel will be permitted. This class will be permitted with roomette or its equivalent accommodation for overnight travel. For rail travel outside of Canada, the standard would be the equivalent to first class rail travel within Canada.

GROUND

1. Travellers may rent cars at their destination. Travellers will have the option of renting a car at their destination when it is more cost-effective and convenient than other local ground transportation modes, such as taxicabs, limousine services, or airport shuttles.

PERSONAL CAR

1. Travellers may use their privately owned vehicle for Mnaasged-approved travel. It is the traveller's responsibility, as the owner of the vehicle being used for business, to carry insurance coverage for personal protection and for the protection of any passengers (minimum \$2,000,000). Travellers will be reimbursed the kilometric rate included on the Mnaasged Expense Claim Form.

RENTAL CAR

1. The recommended standard for rental vehicles is up to mid-sized. Rental vehicles are based on safety, the needs of the traveller, and the bulk or weight of transported goods. It is the traveller's responsibility to have adequate insurance coverage for personal protection and for the protection of any passengers. Collision and damage insurance for the vehicle rental must be purchased if this coverage is not provided through a credit card. Reimbursement will cover the cost of the vehicle rental, including gas charges and the insurance purchase.

TAXICABS

1. For local ground transportation, taxicabs, airport shuttles, and limousine services will be acceptable modes of transportation. Reimbursement will be for actual expenses, including gratuity. All original receipts will be required.

POLICY REFERENCE
