Digital Health & Discovery Platform

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DHDP TRAVEL AND HOSPITALITY POLICY

1. Travel and hospitality expenses can only be incurred by individuals directly involved in the Digital Health Innovation Fund (DHIF). Expenses must be incurred in Canada, and must be directly related to project activities in order to be eligible for reimbursement.
2. All expenses must be accompanied by receipts as evidence and a completed travel expenses reimbursement form must be signed, approved and submitted with your claim.
3. All travel activities must be conducted in the most economical and effective manner possible.
4. Travel and hospitality expenses that are not eligible for reimbursement, as listed **below**, are the responsibility of the traveller.

Purpose

The purpose of this policy is to establish clear guidelines for travel and hospitality expenses incurred by Ultimate Recipients (URs) under the Digital Health Innovation Fund (DHIF), ensuring the prudent, reasonable, and transparent use of funds while travelling for DHIF project purposes.

Scope

This policy covers reasonable reimbursable expenses for:

- All DHIF Ultimate Recipients (URs)
- Project staff, contractors, subcontractors, and collaborators funded under DHIF
- Travel and hospitality expenses incurred in support of Eligible Projects and Network Activities

Eligible Expenditures

Meals are eligible for reimbursement by submitting receipts for the actual cost of the meal and when the meal is not already included in conference or meeting fees and agendas, up to the per meal amount defined by the most current National Joint Council rates.

Please refer to the Receipt section of this Policy to review what receipts must be submitted. Please note that this is *not* a per diem but a per meal guide, and the meals cannot be combined and claimed at daily lump sum. Please refer to Appendix A for the most current meal allowance rates in effect. These rates are in alignment with the Meal Allowance federal rates updated semi-annually by the National Joint Council.

Hotel accommodation is to be selected based on location, convenience, and cost, and should be within Public Services and Procurement Canada's published City Rate Limits guide. Travellers whose accommodation requirements exceed those provided (for example, room upgrades or premium accommodations that involve an increase in the nightly rate) will be responsible for the extra cost.

Transportation

a. Air Travel must be booked as far in advance of the meeting date(s) as possible to obtain the lowest fares.
b. For car rentals, every effort must be made to minimize the cost of rental cars by using non-luxury vehicles that are suited to the number of passengers.
c. Private Automobile use is reimbursed at National Joint Council (NJC) kilometric rates.
d. Public transit, ride-hailing services, and taxis: Reasonable expenses will be reimbursed provided receipts are available.
e. Airport buses and hotel shuttle services must be used rather than taxis or limousines whenever possible.

Ineligible Expenditures

- Alcoholic beverages.
- Additional costs for pets or children in the hotel room.
- Currency exchange rate charges or fees.

- Mileage claims using your personal vehicle for round trips of less than 10 km.
- Laundry and valet expenses.
- Hotel athletic or spa facility charges.
- In-room beverage service (mini bars) and in-room movies.
- Upgrades to hotel accommodation where there is an increase in the nightly rate.
- Traffic violations and parking tickets.
- Personal expenses such as kennel fees and overnight dependent care expenses
- Interest charges on outstanding credit card statements.
- Loss or damage to personal possessions.
- Expenses for failure to cancel transportation or hotel reservations.
- Excess personal baggage charged by the transportation carrier greater than one bag.
- Passport application fee or renewal fee.
- Fees charged by travel agencies
- Seat selection fees and seat changes fees
- Travel, accident, and personal insurance costs.
- In-flight Wi-Fi
- Damage to the rental vehicle
- Travellers are not expected to use points from their personal loyalty programs for TFRI business travel. However, should they choose to do so, the participant shall not claim reimbursement for the equivalent cost of the airline ticket.

Procedures

Receipts: Original, itemized, and dated receipts are required to support all items on the expenses claim.

Meals: Meal receipts must include both the itemized bill (showing the food and beverage items, prices, date and time of the meal, names of the guests) and the final customer copy (showing the gratuity, final bill amount and the method of payment).

Airline Tickets: Paper or electronic tickets are acceptable for reimbursement. A copy of the travel agent's invoice or online booking invoice must be submitted for reimbursement. The ticket must indicate the passenger's name, ticket number, breakdown of the various costs, including applicable taxes, and the form of payment used to pay for the ticket.

Expense Claim Forms

Expense reports must be completed accurately and submitted in full by the traveler, using the Expense Report template provided by DHDP. Each expense claim must have:

- A clear statement of the purpose and the travel dates and duration of the trip.
- Clearly detailed expenses supported by the dated, original, itemized receipts.
- The signature of the traveler certifying that all information is correct.

Monitoring

The National Joint Council updates its rates for Meal Allowances semi-annually (October 1 and April 1), and its rates for Kilometric Reimbursement quarterly (January 1, April 1, July 1 and October 1). The rates in this policy, as presented in Appendix A, will be updated semi-annually on April 1 and October 1, to reflect the most current National Joint Council rates.

Documentation

Travel Expense Claim Form

APPENDIX A: National Joint Council Rates

Rates & Allowances https://www.njc-cnm.gc.ca/s3/en

Taux et indemnités https://www.njc-cnm.gc.ca/s3/fr

Public Services and Procurement Canada City Rate Limits Guide: https://rehelv-acrd.tpsgc-pwgsc.gc.ca/lth-crl-eng.aspx#canadian