



DHDP TRAVEL AND HOSPITALITY POLICY

Policy Statements

1. Travel and hospitality expenses may only be incurred by individuals covered under the Scope of this Policy and must be directly related to approved and eligible DHDP activities, including Digital Health Innovation Fund (DHIF) project activities, Eligible Projects, and Network Activities.
2. Expenses must be incurred in Canada unless otherwise approved in advance and permitted under the applicable funding agreement or contract.
3. International travel should be avoided unless necessary and directly related to activities and objectives set out in the Agreement and the mandate of the Lead Recipient.
4. All expenses must be accompanied by original, itemized, and dated receipts as evidence submitted with your claim.
5. All travel activities must be conducted in the most economical and effective manner possible. This Policy is aligned with the Modern Travel Practices of the National Joint Council Travel Directive (NJC). Virtual meetings should first be considered in all instances as a matter of cost efficiency.
6. Travel and hospitality expenses that are not eligible for reimbursement, as listed **below**, are the responsibility of the traveller.

Scope

This policy covers reasonable reimbursable travel and hospitality expenses incurred in support of approved and eligible DHDP activities by:

- All (URs)
- TFRI staff
- TFRI Board members
- DHDP committee members
- Project staff, contractors, subcontractors, and collaborators funded under DHIF
- Any other individuals whose travel and hospitality expenses are approved by TFRI and are directly related to Eligible Projects, Network Activities, or approved DHDP activities



Purpose

The purpose of this Policy is to establish clear guidelines for travel and hospitality expenses incurred by individuals covered under the Scope of this Policy, ensuring the prudent, reasonable, economical, and transparent use of funds while travelling for eligible DHDP activities, including DHIF project purposes, Eligible Projects, Network Activities, and approved TFRI business. Recipients must demonstrate good value for public funds.

Annual Travel and Hospitality Plan

Each Ultimate Recipient (UR) must prepare and submit an annual Travel and Hospitality Plan outlining expected travel and hospitality expenses for the current Fiscal Year in connection with their Workplan. The plan must be submitted no later than 45 calendar days after the start of the Fiscal Year, or as otherwise requested by TFRI.

The plan is subject to our DHDP Executive Committee or TFRI Board approval. Submission of the plan does not constitute pre-approval of individual expenses. Upon request, the UR must report on actual expenses incurred against the approved plan.

Eligible Expenditures

Approved and Eligible hospitality costs will follow the standards set out in the current Treasury Board Directive on Travel, Hospitality, Conference and Event Expenditures (THCEE).

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 as a 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 must 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. Private automobile use is reimbursed at National Joint Council (NJC) kilometric rates.
- c. Public transit, ride-hailing services, and taxis: Reasonable expenses will be reimbursed provided receipts are available.
- d. Airport buses and hotel shuttle services must be used rather than taxis or limousines whenever possible.
- e. 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.

Ineligible Expenditures

- Entertainment expenses (including but not limited to alcohol and non-travel expenses).
- Additional costs for pets or children in the hotel room.
- Currency exchange rate charges or fees.
- Mileage claims using a personal vehicle for round trips of less than 30 km.
- Laundry and valet expenses.
- Hotel athletic or spa facility charges.
- In-room beverage service, including 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 change 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 to upgrade their travel, the participant shall not claim reimbursement for the use of those points or the incremental cost of the upgrade or 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 traveller, 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 and information about the participants.
- The signature of the traveller 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.

All Ultimate Recipients must report on actual travel and hospitality expenses incurred against their respective approved annual Travel and Hospitality Plans. A copy of this Travel and Hospitality Policy shall be made available to the Minister upon request.

Documentation

- Travel Expense Claim Form
- Annual Travel and Hospitality Plan

APPENDIX A: National Joint Council Rates

[Rates & Allowances](https://www.njc-cnm.gc.ca/s3/en) <https://www.njc-cnm.gc.ca/s3/en>

[Taux et indemnités](https://www.njc-cnm.gc.ca/s3/fr) <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>