

<b>OPERATING POLICY</b>			
<b>Department</b>	Accounting	<b>Number</b>	AF-001
		<b>First Issued</b>	September 1, 2010
<b>Subject</b>	Travel	<b>Effective</b>	March 1, 2023
<b>Issued to</b>	Volunteers and Employees	<b>Version</b>	02
<b>Approved by</b>	Chief Executive Officer	<b>Next Review</b>	November 2026

## **1.0 POLICY STATEMENT**

The Calgary Stampede recognizes that travel may be required to support the organization's strategy, purpose, reputation and operations. The organization further recognizes that expenses incurred for approved travel will be reimbursed according to this policy.

## **2.0 POLICY RATIONALE**

This policy provides direction to volunteers and employees for the planning and approval of travel, as well as the reimbursement of expenses incurred for the approved travel, to ensure consistent practice and adherence to legislation, organizational objectives, and modes of operation.

## **3.0 SCOPE**

This policy applies to all Calgary Stampede volunteers and employees.

## **4.0 POLICY DEFINITIONS**

Executive Management Team: refers to the chief executive officer, chief operating officer; and the vice presidents.

People Leaders: The person who each volunteer and employee reports to directly.

Senior Management Team: refers to the management directors of the organization as well as any additional manager designated by the chief executive officer.

## **5.0 POLICY DETAILS**

### **5.1 Travel Planning & Approval**

5.1.1 All travel is conducted for the purpose of supporting the organization's strategy, purpose, reputation and operations. Travel may be identified as a requirement in an organizational job description or on an ad hoc basis to support an organizational requirement.

5.1.2 All travel must be budgeted for the year in which the travel is to take place.

5.1.3 All travel is conducted with the knowledge of a member of the Executive Management Team or Senior Management Team and the support of the People Leader(s) of the area involved.

5.1.4 All travel is booked according to the principles and process outlined in this policy. Travel must be booked at an economic rate, consistent with the purpose of the trip and taking into account the safety, security, and health of the traveler.

### **5.2 Airline Bookings**

5.2.1 Air travel should be booked through Corporate Traveller (Contact: 403-775-

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8798; [leesa.pope@corporatetraveller.ca](mailto:leesa.pope@corporatetraveller.ca)) using the [Calgary Stampede Travel Request Form](#).

- 5.2.2 Planning for foreign travel must consider the potential hazards and risks posted on the [Department of Foreign Affairs and International Trade Canada](#) travel advisory webpage.
- 5.2.3 Flights must be booked at the most reasonable economic rates, taking into account the safety, security, schedule and best use of the traveler's time.
- 5.2.4 Business class air travel (without add-ons) may be permitted on flight destinations outside of North America with the authorization of the chief executive officer.
- 5.3 Travel Expenses
  - 5.3.1 All claims for reimbursement of expenses (including mileage calculations) incurred for travel must be submitted via a [Calgary Stampede Expense Report](#) and must be approved according to the approval guidelines outlined in CP-005 Spending Limits.
  - 5.3.2 Detailed receipts are required for the reimbursement of expenses (payment slips do not qualify for reimbursement).
  - 5.3.3 Expenses must be free of any personal benefit or conflict of interest.
  - 5.3.4 Claims for reimbursement should be made and approved in a timely fashion.
  - 5.3.5 Reimbursement can only be claimed when reimbursement has not been – and will not be – received from any other source.
  - 5.3.6 The Calgary Stampede does not reimburse expenses incurred by domestic partners, spouses, or other dependents, except on rare occasions when a partner is required to attend. Unauthorized and denied expenses will be considered the personal financial responsibility of the claimant. See also Section 5.6 for non-qualifying costs.
  - 5.3.7 Accommodations
    - i) Expenses for standard accommodation in a business class hotel (or alternative rental such as an Airbnb) located near the work site or destination will be reimbursed.
    - ii) Expenses related to private non-commercial accommodation (i.e. friends or family) will be reimbursed for up to \$50/day with a maximum of \$150 for the duration. This allowance is based on receipts for actual expenses incurred for the host of the accommodation (e.g., groceries, dinner and appreciation gifts).
    - iii) The traveler is responsible for cancelling reservations when

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necessary and obtaining a cancellation number before the hotel deadline to avoid penalties.

#### 5.3.8 Expenses Associated with Transportation

- i) Airport Parking
  - The cost of ride share or taxi rides to and from the airport will be fully reimbursed with receipts.
  - Parking at the airport parkade will be reimbursed for short term parking that does not exceed five (5) days.
  - Parking at offsite facilities (i.e., Park'N Fly) or a similar service will be reimbursed for extended business travel that exceeds five (5) days.
- ii) Other expenses associated with transportation while travelling (e.g. parking, ride share, taxi, etc.) will be reimbursed based on the principles outlined in this policy and provided they are reasonable and appropriate.

#### 5.3.9 Car Rental

- i) Car rentals are permitted for travel when they are more cost effective and reasonable than alternative transportation. With detailed receipts, the cost of the rental, insurance and gas can be claimed as an expense.

#### 5.3.10 Use of Personal Vehicles for Travel

- i) Mileage will be reimbursed at an "all inclusive" designated rate per kilometer per [Government of Canada](#) guidelines. For distances claimed in excess of 100 km, a printout from <http://maps.google.ca/> detailing the distance traveled is required and is to be submitted with the expense claim.
- ii) Additional guidance for mileage claims may apply for particular volunteer and employee roles as directed by People Leaders and as approved by the member of the Executive Management Team or Senior Management Team who has a knowledge of the requested travel.

#### 5.3.11 Meals

- i) Meals during travel may be claimed when not otherwise provided by the conference/event host according to the principles and process outlined in this policy.
- ii) Meals can be claimed for reimbursement according to the guidelines provided by the [Government of Canada](#) or as alternately approved by the People Leader(s) of the area involved
- iii) Gratuities, GST and other applicable taxes are excluded from the

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meal allowance amounts.

- iv) Up to a maximum of \$10 per day in meals and snacks will be permitted without receipts.

#### 5.3.12 Phone and Other Travel Expenses

- i) Personal long-distance phone calls when traveling will be reimbursed within reason. Individuals who are traveling out-of-country with a Calgary Stampede issued cellular phone should contact the Technology Services department prior to their travel for the addition of a short-term change to the plan.
- ii) Reimbursements will be given where office services are required offsite (i.e., wifi charges, printing, meeting room rental).

#### 5.4 Tipping

- 5.4.1 Expenses for tipping will be reimbursed at an amount according to the custom for the service for which, or region/establishment for where, the expense is incurred.
- 5.4.2 Documentation for reimbursement of the tipping expense must be submitted in coordination with the documentation of the service expense incurred.

#### 5.5 Out-of-Pocket Expenses for Hosting and Entertainment

- 5.5.1 Reimbursement for out-of-pocket hosting and entertainment expenses while travelling will align with the guidelines and process outlined in AF-004 Business Expenses.

#### 5.6 Non-Qualifying Costs

- 5.6.1 Discretion is required when incurring business-related expenses in deeming fairness to the Calgary Stampede and to ensure that the expenses claimed fall within the intent of this policy.
- 5.6.2 Items that do not qualify for reimbursement under this policy include but are not limited to the following:
  - Airline upgrades/hotel room upgrades / car rental upgrades;
  - Hotel services (mini-bar, spa, in room movies);
  - Cancellation or no-show hotel fees (unless clearly justified and where appropriate authorization is provided);
  - Costs of personal guests;
  - Parking citations and traffic moving violations;
  - Personal gifts;
  - Interest charges on personal credit card balances;
  - Loss or theft of personal property;
  - Childcare, babysitting or house sitting costs;
  - Fees for pet care.

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5.7 Cash Advances for Travel

5.7.1 Advances may be provided for anticipated travel expenses according to the guidelines and procedure outlined in AF-SOP-002 Cash Advances.

**6.0 RESPONSIBILITY FOR POLICY ADMINISTRATION**

Personnel with financial responsibility or authority.

**7.0 REFERENCES**

CP-005 Spending Limits  
 AF-SOP-002 Cash Advances  
 AF-004 Business Expenses  
[Government of Canada's guideline for mileage, meals and accommodation](#)

**8.0 RESCIND DETAIL**

AF-001 Version 1