

Policy Direction - Business-Related Travel and Expenses

(Definitions of terms marked with an asterisk (*) can be found in the Definitions section at the end.)

Rationale and Relationship to Vision, Mission, and Values

MS Canada recognizes that volunteers and staff are required to travel on MS Canada business from time-to-time. As all expenditures ultimately come from donor dollars, we need to ensure that all expenditures are appropriate and that only necessary and appropriate expenditures are reimbursed. This approach will ensure that the maximum amount of MS Canada funds will be focused on the support of the mission.

Policy Direction Objective

The objective of this policy is to ensure fair treatment of volunteers and staff travelling on MS Canada business consistent with the principles above. Volunteers and staff may choose to claim for the reimbursement of reasonable expenses incurred while travelling on MS Canada business as per this policy. As well, volunteers and staff may choose not to claim reimbursement of expenses as a contribution to the MS Canada or may donate the equivalent of expenses incurred and receive a tax receipt.

Policy Direction Application

The policy applies to all MS Canada volunteers and staff at all levels of the organization.

Authorization

The policy was approved by November 22, 2008, by the Board of Directors.

Policy Details

The Executive Team* is authorized to develop detailed procedures for the application of the Business-Related Travel and Expenses Policy Direction as it relates to:

- Air travel
- Train travel
- Use of vehicles
 - Rental
 - Personal vehicle

MS Canada – Policy Manual	
<i>Applies to:</i>	All volunteers and staff at all levels
<i>Frequency of review:</i>	Five years or less
<i>First approved:</i>	November 22, 2008 by Board of Directors
<i>Last reviewed:</i>	February 1, 2017
<i>Next scheduled review:</i>	February 2022

- Public transit
- Parking charges
- Taxis
- Accommodation
- Meals
- Alcohol
 - For individuals
 - For entertaining
- Dependent care

Executive Champion

MS Canada’s Vice-President, Corporate Services is the executive champion for the Business-Related Travel and Expenses Policy Direction and the related procedures.

Monitoring and Compliance

The Executive Champion is responsible for leading the monitoring of the application and compliance of this policy direction and the related procedures in conjunction with other members of the Executive Team. On a regular basis, the Executive Team must acknowledge compliance with this policy direction and the related procedures.

Possible Connection(s) to Other Policy Directions, Policies and Procedures, Legislation

[Policy Procedures - Business-Related Travel and Expenses](#)

Policy Direction Review

The policy direction is to be reviewed every five years. The related procedures are to be reviewed on an annual basis by the Executive Team.

Definitions

Executive approval - means approval by Division President or the appropriate member of Senior Management Team at the national office.

Executive Team - The most senior level of staff leadership within MS Canada comprised of the president and chief executive officer; presidents; senior vice-president(s) and vice-president(s). One person may hold more than one position. The president and chief executive officer may alter the composition of the executive team as required from time-to-time.

Incidentals – means an amount to cover the costs of items that are the result of travel, but for which receipts are not usually available. It includes but is not limited to such items as gratuities not included in a meal charge, phone calls home.

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