

# TORONTO TRANSIT COMMISSION REPORT NO.

**MEETING DATE:** JANUARY 20, 2010

**SUBJECT:** TTC CORPORATE POLICY REVIEW – POLICY 13.8.4  
CORPORATE TRAVEL

## **ACTION ITEM**

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### **RECOMMENDATION**

It is recommended that the Commission approve the Corporate Travel Policy (Policy 13.8.4), as amended, which is attached hereto as Appendix 'A'.

### **BACKGROUND**

At its meeting on July 14, 2004, the Commission approved a motion to undertake a review of the TTC's Corporate Policy Manual. The above process was commenced at the Commission meeting of February 9, 2005. The Corporate Travel Policy is now due for review.

### **DISCUSSION**

Prior directives from the Commission stipulate that the TTC's travel policy be in conformance with that of the City of Toronto. In July 2008, the Council of the City of Toronto approved a comprehensive policy to govern the Office Expense Budgets of Councillors. This policy introduced, among other things, some changes that apply to Councillor travel approval and expense eligibility. Corresponding changes must therefore be made to our Corporate Travel Policy. At the same time, some other changes are being made so that approval authorization levels for staff travel within Ontario are consistent with that of the City.

The revisions are outlined as follows:

- Travel is now defined as trips outside the GTA (i.e. overnight accommodation or a monetary threshold are no longer applicable).
- Budgeted Commissioner travel under \$7,000 does not require Commission approval, but travel requests must be submitted in advance to the General Secretary to confirm the availability of funds in the travel budget allowance for Commissioners.

- The Chair's travel expenses shall be reviewed by the General Secretary and approved by the Vice-Chair, while all other Commissioners' expenses shall be reviewed by the General Secretary and approved by the Chair.
- Staff business and/or conference travel within Ontario that is budgeted can now be approved by the applicable Department Head and the Chief Financial Officer. Staff conference travel over \$3,500 must still be approved by the Commission.
- Other minor housekeeping changes.

The above revisions are shown in Appendix 'B'.

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December 6, 2010  
42-36  
Attachments

## POLICY/INSTRUCTION

SUBJECT	CLASSIFICATION	DATE APPROVED	P/I NUMBER
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1.0 RESPONSIBILITY

Chief Financial Officer

2.0 PURPOSE

To provide guidelines for travel for employees, as well as the travel of the Commissioners of the TTC (Commissioners), and Directors of TTC subsidiaries (Directors).

3.0 DEFINITION3.1 Travel

Travel is defined as trips outside the Greater Toronto Area (which includes the City of Toronto, and Durham, Halton, Peel and York Regions). Costs include transportation, accommodation, meals, registration fees and other travel related costs, including those paid directly or by a third party. Such costs must be reasonable and reflect the least cost practical travel option, having regard to the convenience and safety of the traveller as well as the duration of travel time and resulting absence from work. There are two types of travel: business travel and travel related to conferences/seminars.

3.2 Business Travel

Business Travel is defined as travel which is necessary to conduct the business affairs of the TTC and involves:

3.2.1 The carrying out of duties directly related to an employee's job responsibilities.

3.2.2 A study, inspection tour, visit or meeting, when the employee is specifically directed to by senior management and/or the Commission to participate;

3.2.3 The carrying out of duties directly related to the responsibilities of the Commissioners.

3.2.4 An employee acting in the capacity of an executive of a professional association where membership is paid by the Commission;

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3.2.5 Participation in an event (including a conference or seminar) where an employee is a speaker, panel participant or presenting a paper, where the employee's participation is formally recognized on the agenda.

3.2.6 Attendance at a Training Course or Management Development Program as defined in Policy/Instruction 4.36 "Training Courses/Seminars and Conferences – Staff Employees".

### 3.3 Travel Related to Conferences/Seminars

This is defined as travel related to:

3.3.1 Attendance at a conference sponsored by a professional, trade, or a similar association, and usually involves a series of presentations or discussions related to the purposes and goals of the profession, trade and/or association.

3.3.2 Attendance at a seminar, which is a short presentation that is normally led by speakers and/or consultants on topics/issues of interest.

## 4.0 APPROVALS

### 4.1. Commissioners of the TTC

Travel for Commissioners will be budgeted and paid for by the TTC. Travel expenses incurred by Commissioners shall be paid according to the City of Toronto reimbursable guidelines. The Chair's travel expenses shall be submitted to the General Secretary for review and to the Vice-Chair for approval, while expense claims of other TTC Commissioners will be reviewed by the General Secretary and approved by the Chair.

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4.1.1 Conferences/Seminars/Business Travel

The TTC does not budget or pay for any conference or seminar travel for Commissioners or Directors unless such travel pertains to the business of those entities. Commissioner or Board approval is required for travel to any event by a Commissioner/Board Member that is in excess of \$7,000. Travel requests under \$7,000 must be submitted to the General Secretary in advance to confirm the availability of funds in the travel budget allowance for Commissioners/Board Members.

4.2 Employees4.2.1 Human Resources Prior Approval

Staff seeking approval for an out-of-town Training Course, Management Development Program or Seminar must first obtain Human Resources prior approval (see the Training Courses, Seminars and Conferences – Staff Employees Policy).

4.2.2 Business Travel

Business travel that is budgeted (i.e. on the annual pre-approved travel list) requires the approval of the applicable Department Head and the Chief Financial Officer for travel within Ontario. For travel outside Ontario but within Canada, General Manager (or designate) and General Manager - Executive (or designate) approval is required. Chief General Manager and General Manager - Executive approval is required for business travel for the direct reports of the Chief General Manager and for any staff travel outside of Canada. The Chair's written approval is required for travel by the Chief General Manager.

Any unbudgeted business travel (i.e. not on the annual pre-approved travel list) must be approved by the Chief General Manager.

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4.2.3 Conference/Seminars4.2.3.1 Budgeted

Any budgeted travel related to seminars or conferences when the amount per person is less than \$3,500 requires the approval of the applicable Department Head and the Chief Financial Officer for travel within Ontario. For travel outside Ontario but within Canada, General Manager (or designate) and General Manager - Executive (or designate) approval is required. Travel requests for direct reports of the Chief General Manager and for any travel outside Canada, costing less than \$3,500 require Chief General Manager and General Manager - Executive approval. The Chair's approval is required for travel of the Chief General Manager. Commission approval is required for any conference or seminar trip costing more than \$3,500.

4.2.3.2 Unbudgeted

Any unbudgeted conferences/seminars travel (i.e. not on the annual pre-approved travel list) must be approved by the Chief General Manager, up to \$3,500. Commission approval is required if the cost of any conference or seminar trip exceeds \$3,500.

4.2.4. Employee Travel at Expense of a Third Party

Where an employee is invited to a conference, seminar or business event, as described in this policy, where an external organization will pay some or all of the cost, such travel is subject to the approval process outlined above (based on the net cost of the trip) and the Commission's reimbursement guidelines.

An employee must submit his/her Travel Expense Voucher for reimbursement by the TTC, subject to TTC reimbursable expense guidelines as listed on the back of the Travel Expense Voucher, and not that of the external organisation. The Finance Department will

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reimburse the employee in accordance with TTC reimbursable guidelines and invoice the external organization for the recovery of costs as appropriate.

5.0 BUDGET REQUIREMENTS

- 5.1 All business travel expenses incurred by Commissioners are to be provided for, and charged to a budget account.
- 5.2 All travel expenses for employees are to be specifically identified and included in the appropriate operating and/or capital budgets, and pre-approved by the Chief General Manager on the annual travel list.
- 5.3 All travel undertaken by employees, Commissioners and Directors is subject to the availability of funds, as approved in the respective budgets.
- 5.4 Any unbudgeted staff travel requires the approval of the Chief General Manager.

6.0 REPORTING REQUIREMENTS

The Chief Financial Officer is required to report annually on the business travel costs and other expenses of Commissioners and Directors, to the Administrative Committee (of the Council of the City of Toronto), through the Chief Financial Officer and Treasurer of the City. Corporate travel costs for employees will be reported annually to TTC Commissioners.

7.0 ADMINISTRATION

- 7.1 The General Manager - Executive is responsible for:
- 7.1.1 Co-ordinating travel arrangements for Commissioners and Directors;
- 7.1.2 Co-ordinating the external travel agency contract; and
- 7.1.3 Registration at major APTA, CUTA and UITP conferences.
- 7.2 Each branch is responsible for appointing its own Travel Co-ordinator to make travel and event registration arrangements, including flight, accommodation,

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and car rental.

- 7.3 Prior to any travel, employees must obtain the required approvals, as outlined in section 4.0 APPROVALS, by completing a Request for Travel Approval Form.
- 7.4 All travel arrangements must be made through the authorized corporate travel agent. The Commissioners may make their travel arrangements at the lowest possible cost, either through the City or TTC corporate travel agent.
- 7.5 A detailed Travel Expense Voucher for reimbursement must be returned within twenty days of the employee's return to work. Travel Expense Vouchers are provided by the Treasury Services Section of the Finance Department prior to travel. Claims for reimbursement must be paid within twenty days of receipt of a complete voucher.

Note: Definitions and guidelines, including class of air travel and limits related to reimbursable expenses, are included on the back of the Travel Expense Voucher. These definitions and guidelines are updated as required.

## 8.0 TRAVEL INSURANCE

- 8.1 The TTC healthcare plan provides coverage to eligible employees, such as physician fees, only to the amount that would otherwise have been paid by the provincial plan for like services in Ontario. All employees at the 11SA level and above are provided with emergency excess medical and hospital coverage while travelling outside of Ontario. Coverage is co-ordinated with the provincial plan up to the reasonable and customary charges and/or maximums.
- 8.2 All other employees who are not eligible for this coverage are insured by the TTC at the TTC's expense under a separate insurance policy when they travel out-of-province on TTC business, conferences or seminars. The branch Travel Co-ordinator will provide these employees with an eligibility card issued by the insurance carrier. The card will include the policy number and telephone numbers to contact for enquiries.

## 9.0 REIMBURSABLE GUIDELINES

- 9.1 Travellers will be entitled to reimbursement of their out-of-pocket expenses

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subject to guidelines set out on the back of the Travel Expense Voucher Form.

- 9.2 Travellers will be entitled to a per diem allowance (no receipts required). This per diem is based on a separate stipend for each meal (breakfast/lunch/dinner) and a daily allowance for sundries. The daily sundry allowance is for incidentals including personal telephone calls, and other discretionary personal spending. If all or some meals are provided at a conference or meeting, the traveller must reduce his/her per diem allowance accordingly. The traveller who attends a conference must submit a detailed conference program to accompany his/her claim.
- 9.3 Reimbursement for the choice of transportation will generally be based on the least cost option, based on a comparison of the aggregate costs of the alternatives for completing the trip. Costs to consider include mileage, parking, taxi and other transfers to and from the airport, train station, hotel, home or other business venue. Other factors to consider in deciding on the most appropriate method of travel are the safety and convenience of the traveller, as well as the duration of travel time and resulting absence from work.
- Except as noted above the cost of additional taxi travel is not reimbursable unless specifically justified.
- 9.4 Long distance telephone calls for business reasons will be reimbursed if reasonably and sparingly incurred. For specific details see the guidelines appended to the Travel Expense Voucher or contact the Finance Department.
- 9.5 If actual travel dates exceed the pre-approved travel dates, any additional expenses submitted for reimbursement must be approved by the Chief General Manager.
- 9.6 TTC Commissioners will be subject to City of Toronto eligibility criteria and reimbursable guidelines.

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10.0 REFERENCE SOURCES

- External Training Courses, Seminars and Conferences Form (#800190)
- Health Insurance - Out of Province Emergency Medical Contacts
- Request for Travel Approval Form (No. 4010)
- Staff Summary Sheet Policy
- Training Courses, Seminars, Conferences - Staff Employees Policy
- Travel Expense Voucher

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1.0 RESPONSIBILITY

Chief Financial Officer

2.0 PURPOSE

To provide guidelines for travel ~~or overnight accommodation~~ for employees, as well as the ~~business~~ travel of the Commissioners of the TTC (Commissioners), and Directors of TTC subsidiaries (Directors).

3.0 DEFINITION3.1 Travel

Travel is defined as trips outside the Greater Toronto Area (which includes the City of Toronto, and Durham, Halton, Peel and York Regions). ~~or to any event which involves overnight accommodation, for which costs are expected to exceed \$200.~~ Costs include transportation, accommodation, meals, registration fees and other travel related costs, including those paid directly or by a third party. Such costs must be reasonable and reflect the least cost practical travel option, having regard to the convenience and safety of the traveller as well as the duration of travel time and resulting absence from work. **There are two types of travel: business travel and travel related to conferences/seminars.**

3.2 Business Travel

Business Travel is defined as travel which is necessary to conduct the business affairs of the TTC and involves:

3.2.1 The carrying out of duties directly related to an employee's job responsibilities.

3.2.2 A study, inspection tour, visit or meeting, when the employee is specifically directed to by senior management and/or the Commission to participate;

3.2.3 The carrying out of duties directly related to the responsibilities of the Commissioners.

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- 3.2.4 An employee acting in the capacity of an executive of a professional association where membership is paid by the Commission;
- 3.2.5 Participation in an event (including a conference or seminar) where an employee is a speaker, panel participant or presenting a paper, where the employee's participation is formally recognized on the agenda.
- 3.2.6 Attendance at a Training Course or Management Development Program as defined in Policy/Instruction 4.36 "Training Courses/Seminars and Conferences – Staff Employees".

### 3.3 Travel Related to Conferences/Seminars

This is defined as travel related to:

- 3.3.1 Attendance at a conference sponsored by a professional, trade, or a similar association, and usually involves a series of presentations or discussions related to the purposes and goals of the profession, trade and/or association.
- 3.3.2 Attendance at a seminar, which is a short presentation that is normally led by speakers and/or consultants on topics/issues of interest.

## 4.0 APPROVALS

### 4.1. Commissioners of the TTC

Travel for Commissioners will be budgeted and paid for by the TTC. Travel expenses incurred by Commissioners shall be paid according to the City of Toronto reimbursable guidelines. **The Chair's travel expenses shall be submitted to the General Secretary for review and to the Vice-Chair for approval, while expense claims of other TTC Commissioners will be reviewed by the General Secretary and approved by the Chair.**

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~~4.1.1 Business Travel~~

~~Business travel for Commissioners requires Commission approval. Business travel for Directors requires approval of the appropriate Board prior to Commission approval. Funds must be available and identified for such purposes in the operating or capital budgets.~~

4.1.21 Conferences/Seminars/Business Travel

The TTC does not budget or pay for any conference or seminar travel for Commissioners or Directors unless such travel pertains to the business of those entities. **Commissioner or Board approval is required for travel to any event by a Commissioner/Board Member that is in excess of \$7,000. Travel requests under \$7,000 must be submitted to the General Secretary in advance to confirm the availability of funds in the travel budget allowance for Commissioners/Board Members.**

4.2 Employees4.2.1 Human Resources Prior Approval

Staff seeking approval for an out-of-town Training Course, Management Development Program or Seminar must first obtain Human Resources prior approval (see the Training Courses, Seminars and Conferences – Staff Employees Policy).

4.2.2 Business Travel

Business travel that is budgeted (i.e. on the annual pre-approved travel list) requires **the approval of the applicable Department Head and the Chief Financial Officer for travel within Ontario. For travel outside Ontario but within Canada, General Manager (or designate) and General Manager - Executive (or designate) approval is required.** Chief General Manager and General Manager - Executive approval is required for business travel for the direct reports of the Chief General Manager and for any staff travel outside of Canada. The Chair's written approval is required for travel by the Chief General Manager.

Any unbudgeted business travel (i.e. not on the annual pre-approved

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travel list) must be approved by the Chief General Manager.

#### 4.2.3 Conference/Seminars

##### 4.2.3.1 Budgeted

Any budgeted travel related to seminars or conferences when the amount per person is less than \$3,500 requires the approval of **the applicable Department Head and the Chief Financial Officer for travel within Ontario. For travel outside Ontario but within Canada**, General Manager (or designate) and General Manager - Executive (or designate) **approval is required**. Travel requests for direct reports of the Chief General Manager and for any travel outside Canada, costing less than \$3,500 require Chief General Manager and General Manager - Executive approval. The Chair's approval is required for travel of the Chief General Manager. Commission approval is required for any conference or seminar trip costing more than \$3,500.

##### 4.2.3.2 Unbudgeted

Any unbudgeted conferences/seminars travel (i.e. not on the annual pre-approved travel list) must be approved by the Chief General Manager, up to \$3,500. Commission approval is required if the cost of any conference or seminar trip exceeds \$3,500.

#### 4.2.4. Employee Travel at Expense of a Third Party

Where an employee is invited to a conference, seminar or business event, as described in this policy, where an external organization will pay some or all of the cost, such travel is subject to the approval process outlined above (**based on the net cost of the trip**) and the Commission's reimbursement guidelines.

An employee must submit his/her Travel Expense Voucher for

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reimbursement by the TTC, subject to TTC reimbursable expense guidelines as listed on the back of the Travel Expense Voucher, and not that of the external organisation. The Finance Department will reimburse the employee in accordance with TTC reimbursable guidelines and invoice the external organization for the recovery of costs as appropriate.

5.0 BUDGET REQUIREMENTS

- 5.1 All business travel expenses incurred by Commissioners are to be provided for, and charged to a budget account.
- 5.2 All travel expenses for employees are to be specifically identified and included in the appropriate operating and/or capital budgets, and pre-approved by the Chief General Manager on the annual travel list.
- 5.3 All travel undertaken by employees, Commissioners and Directors is subject to the availability of funds, as approved in the respective budgets.
- 5.4 Any unbudgeted staff travel/~~accommodation~~ requires the approval of the Chief General Manager.

6.0 REPORTING REQUIREMENTS

The Chief Financial Officer is required to report annually on the business travel costs and other expenses of Commissioners and Directors, to the Administrative Committee (of the Council of the City of Toronto), through the Chief Financial Officer and Treasurer of the City. Corporate travel costs for employees will be reported annually to **TTC** ~~the Commissioners~~.

7.0 ADMINISTRATION

- 7.1 The General Manager - Executive is responsible for:
- 7.1.1 Co-ordinating travel arrangements for Commissioners and Directors;
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7.1.3 Registration at major APTA, CUTA and UITP conferences.

- 7.2 Each branch is responsible for appointing its own Travel Co-ordinator to make travel and event registration arrangements, including flight, accommodation, and car rental.
- 7.3 Prior to any travel, employees must obtain the required approvals, as outlined in section 4.0 APPROVALS, by completing a Request for Travel Approval Form.
- 7.4 All travel arrangements must be made through the authorized corporate travel agent. The Commissioners may make their travel arrangements at the lowest possible cost, either through the City or TTC corporate travel agent.
- 7.5 A detailed Travel Expense Voucher for reimbursement must be returned within twenty days of the employee's return to work. Travel Expense Vouchers are provided by the Treasury Services Section of the Finance Department prior to travel. Claims for reimbursement must be paid within twenty days of receipt of a complete voucher.

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## 8.0 TRAVEL INSURANCE

- 8.1 The TTC healthcare plan provides coverage to eligible employees, such as physician fees, only to the amount that would otherwise have been paid by the provincial plan for like services in Ontario. All employees at the 11SA level and above are provided with emergency excess medical and hospital coverage while travelling outside of Ontario. Coverage is co-ordinated with the provincial plan up to the reasonable and customary charges and/or maximums.
- 8.2 All other employees who are not eligible for this coverage are insured by the TTC at the TTC's expense under a separate insurance policy when they travel out-of-province on TTC business, conferences or seminars. The branch Travel Co-ordinator will provide these employees with an eligibility card issued by the insurance carrier. The card will include the policy number and

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telephone numbers to contact for enquiries.

## 9.0 REIMBURSABLE GUIDELINES

- 9.1 Travellers will be entitled to reimbursement of their out-of-pocket expenses subject to guidelines set out on the back of the Travel Expense Voucher Form.
- 9.2 Travellers will be entitled to a per diem allowance (no receipts required). This per diem is based on a separate stipend for each meal (breakfast/lunch/dinner) and a daily allowance for sundries. The daily sundry allowance is for incidentals including personal telephone calls, and other discretionary personal spending. If all or some meals are provided at a conference or meeting, the traveller must reduce his/her per diem allowance accordingly. The traveller who attends a conference must submit a detailed conference program to accompany his/her claim.
- 9.3 Reimbursement for the choice of transportation will generally be based on the least cost option, based on a comparison of the aggregate costs of the alternatives for completing the trip. Costs to consider include mileage, parking, taxi and other transfers to and from the airport, train station, hotel, home or other business venue. Other factors to consider in deciding on the most appropriate method of travel are the safety and convenience of the traveller, as well as the duration of travel time and resulting absence from work.
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10.0 REFERENCE SOURCES

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- Travel Expense Voucher

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