



Canadian Council of Ministers of the Environment / Le Conseil canadien des ministres de l'environnement

## ***Reimbursement of Expenses for Stakeholders and Technical Experts***

### **PURPOSE**

To provide guidance on who and what is eligible for reimbursement from project funds.

### **SCOPE**

This policy applies to all CCME groups and activities.

### **POLICY**

#### **1 General**

- 1.1 Reimbursement for travel expenses is generally limited to travel and accommodation costs, plus per diem rates for meals and incidentals which are those published and revised periodically by federal Treasury Board.
- 1.2 No other expenses will be accepted unless prior authorization has been given by the CCME Secretariat.
- 1.3 All claims for reimbursement must be made on the form "Claim for Reimbursement of Expenses" within 30 days of the activity. Claims received later may be disallowed. Original receipts or other appropriate documentation must be attached. Expenses unsupported by documentation will not be paid.
- 1.4 Travel must be by the most economical means possible and use of public transportation whenever practicable is encouraged. When required and only upon prior authorization by the CCME Secretariat, private use of automobiles may be reimbursed. If a traveller's destination is further than 300 kilometres return, the use of a traveller-driven vehicle will not normally be authorized and lower reimbursement rates will apply.
- 1.5 Accommodation will be reimbursed for the cost of room and tax (including such things as Destination Marketing Fees) only to the maximum of the rate negotiated for single occupancy at the contracted facility. Original receipts must accompany the claim. Other expenses charged to the room bill, such as telephone and food, will not be accepted.
- 1.6 Use of private accommodation or a claim for accommodation unsupported by receipts will be reimbursed at \$50.00 per night.
- 1.7 Meals may only be claimed when in travel status and not otherwise provided.

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- 1.8 An allowance for incidental expenses may be claimed if commercial or private accommodation is used. The incidentals allowance is intended to provide for such things as gratuities, bottled water, telephone calls and other miscellaneous expenditures while traveling.
- 1.9 Where interpretation is required, first reference is to the federal Treasury Board's Travel Directive for guidance. The decision of the Executive Director or his delegate is final.

### **2 Stakeholders**

- 2.1 Principles enunciated in the Annex to the Accord on Environmental Harmonization regarding Stakeholder Consultation apply.
- 2.2 Within the financial resources available CCME will support stakeholder consultation by reimbursing eligible expenses. The primary purpose in providing such support is to assist the involvement of those who otherwise would not be able for financial reasons to participate.
- 2.3 Expenses will be covered only to the maximum amount budgeted for the activity. If total claims exceed the funds budgeted, eligible claims will be paid on a pro-rata basis.
- 2.4 Stakeholders invited to participate at a meeting of COM/DMC/EPPC will be eligible to have expenses reimbursed according to CCME Guidelines.
- 2.5 Stakeholders attending consultative exercises and technical workshops may be eligible for reimbursement on the following basis:
- 2.5.1 Only one representative from any organization (for these purposes provincial branches of a national organization and the national office are considered one organization) may be reimbursed, even though more than one representative may be attending.
- 2.5.2 Generally, only representatives from Environmental Non-Governmental Organizations and other NGOs representing groups directly involved in the matter under discussion will be eligible.
- 2.6 Officials, employees and agents of federal, provincial, territorial and municipal governments, agencies and institutions are not eligible.
- 2.7 Officials, employees and agents of industry, trade, professional and accreditation associations are not eligible.
- 2.8 Officials, employees and agents of private or public educational institutions are not eligible.

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2.9 Officials, employees and agents of private or public business are not eligible.

### **3 Technical Experts**

3.1 Travel expenses of technical experts invited to make presentations to CCME activities such as consultative meetings, workshops, task group meetings and so on may be reimbursed from project budgets (even though they might be in the classes excluded in sections 2.6 through 2.9) provided:

3.1.1 The activity is part of an approved workplan.

3.1.2 An agreement (which may be an exchange of correspondence) is in place between CCME and the technical expert indicating the terms of reimbursement (which may not vary CCME guidelines but may address matters such as currency of payment).

3.1.3 A copy of the agreement is attached to the claim form.

3.1.4 All other terms above apply.

### **ROLES AND RESPONSIBILITIES**

The Executive Director is responsible for implementation of this policy. CCME staff are responsible for ensuring that this policy is understood by their respective groups and for ensuring adherence by stakeholders and technical experts.

### **RELATED PROCEDURES AND GUIDELINES**

Form "Claim for Reimbursement of Expenses"

### **AUTHORITIES/REFERENCES**

DMC Record of Decisions, February 1-2, 1998

Executive Director, December 13, 2005

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