

## Grand Challenges Canada Travel Policy

### 1. PURPOSE

The purpose of this Travel Policy is to articulate the principles and approaches that enable travel and the reimbursement of travel expenses incurred in support of the achievement of Grand Challenges Canada's mission and vision, as well as relating to travel funds provided by Grand Challenge Canada ("GCC") for program-related business.

### 2. SCOPE

This Travel Policy applies to all individuals using GCC funds for travel-related expenses. This includes: GCC's Board of Directors, members of the Board's advisory committees (Audit, Finance & Risk Committee, Governance & Human Resources Committee and Investment Committee), members of the Indigenous Innovation Initiative Council and Program Advisory Council, and any other individuals and groups involved in the governance and implementation of GCC programs, including employees, innovators, consultants and contractors.

### 3. PRINCIPLES

The principles that guide this Policy are to ensure the safety of all travelers and value for money of all GCC travel.

#### Grand Challenges Canada's Commitment

In implementing this Policy, Grand Challenges Canada commits to:

1. Ensuring that everyone who travels on GCC business can do so in a manner that is safe, secure, comfortable, cost-effective and timely.
2. Providing clear, transparent and fair guidelines on the selection, payment and reimbursement of travel expenses.
3. Providing prompt reimbursement of appropriate expense claims for those filing expense reimbursement forms and supporting documentation.
4. Ensuring that appropriate travel safety information and/or support is available, where appropriate.
5. Offering timely support to address any questions or concerns that may arise around the implementation of this Policy or the Travel Guide.

#### Travelers' Commitment

When undertaking travel on Grand Challenges Canada business, travelers commit to:

1. Booking travel that is reasonable and cost-effective following the guidelines that are set out in the **Corporate Travel Guide** or, for innovators, the **Innovator Travel Guide**, when using Grand Challenges Canada's funds:
  - a. The **Corporate Travel Guide** provides guidance and detailed procedures relating to business travel, and reimbursement of travel and travel-related expenses. These expenses include: accommodation, transportation, meals and entertainment, security and safety, vaccination, etc. This Guide is to support the following travelers: GCC's employees, consultants and contractors, Board of Directors, members of the Investment Committee, members of Indigenous Innovation Initiative Council and Program Advisory Council, and any other

individuals and groups involved in the governance and implementation of GCC programs who travel on Grand Challenges Canada business but are not innovators.

- b. **Innovator Travel Guide** provides detailed guidance for innovator travel related to Grand Challenges Canada project activities, along with procedures for innovators to ensure that their travel expenses are compliant with this Policy.
2. Maintaining the necessary supporting documentation to support travel claims, as detailed in the relevant Guides.
3. Taking all reasonable precautions to ensure traveler safety and security.
4. Seeking clarification on any questions or concerns regarding the Travel Policy or Guides before booking and/or beginning travel.

#### **4. IN PRACTICE**

##### **Grand Challenges Canada**

This Policy is under the purview of Grand Challenges Canada's Audit, Finance & Risk Committee.

Grand Challenges Canada management will ensure compliance with this Policy by assigning accountability for the application of the Policy to its most senior Finance professional, with oversight from a Co-CEO.

Management will report deviations from the principles of this policy to the Committee on a quarterly basis. If you have any questions or concerns about this policy or its application, please contact the Finance team at [finance@grandchallenges.ca](mailto:finance@grandchallenges.ca).

##### **Innovators**

This Policy applies in conjunction with any other specific terms and conditions or requirements included in the innovator funding agreement. GCC's Travel Policy and the Innovator Travel Guide issued to innovators take precedence over any other documentation used by innovators related to travel. Please refer to the Innovator's Travel Guide for additional information.

##### **Reducing GCC's Carbon Footprint**

Where appropriate and cost-effective, travelers should seek to minimize the carbon footprint of their travel. (Please see the Guides for tips and recommendations in this regard.)