



1. Effective date

The President approved this policy which is effective December 15, 2016. This policy replaces the Travel (Operational Policy) last revised March 31, 2015 & Hospitality (Operational Policy) last revised January 15, 2014.

2. Executive Sponsor

Vice-President, Corporate Services & Chief Financial Officer

3. Definitions

Definitions of key terms to be used in the interpretation of this policy are provided in Appendix E

4. Application

This policy applies to the members of the Board of Directors and all CCC employees. "CCC employees" for the purposes of this policy is defined as Corporate Officers, CCC employees and CCC consultants that represent the Corporation. This policy does not apply to China Representative Office staff who follow relevant Global Affairs Canada (GAC) policies.

5. Compliance and Monitoring

All CCC employees are to comply with the content of this policy, related policies/instructions and all subordinate unit specific procedures as it pertains to the conduct of all CCC operations. It is incumbent upon each employee to know and abide



6. Context

- 6.1 Parliament and Canadians expect the Canadian Commercial Corporation to be well managed with the prudent stewardship of public funds, and the effective, efficient and economical use of public resources. In doing so, they also expect CCC to act at all times with the highest standards of integrity, fiscal prudence, accountability (a)7 (c)-11 (ab)] TJ 0 Td [(i(a)7 J1)] The test and elements would be checked. The elements (e)-na



goods and commodities from outside Canada, and to dispose of goods and commodities that are available for export from Canada. .

7.2 Expected Results

CCC will have effective oversight mechanisms, accountabilities and controls in place for travel, hospitality, conferences and events to ensure:

- a. Expenditures incurred are focused on achieving CCC's core mandate;
- b. expenditures are minimized and where they are necessary are managed in an effective, efficient and economical manner;
- c. where travel is required justification is provided regarding: why virtual presence and other remote meeting solutions were not used to meet operational requirements.



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- appropriate to meet the objectives; ensuring the most economical means considering the location and the scale of activities or events; the minimum number of appropriate attendees are selected; and, that travel is targeted to the CCC's score mandate, provides value for money and is justified;
- b. Individual proposals and expenditure decisions for travel, hospitality, conferences (de)JTJ 0.5.9 (ve)-2.1 1g-2.1 ()1 (m)2. (sm)2. (sm/)2 (er)4 (l)1 (iv& (m)4



procedures and systems, the suspension or removal of delegated authority, disciplinary action and other measures as appropriate.

9. References

9.1 External

9.1.1 [Financial Administration Act](#)

9.1.2 [Directive on the Management of Expenditures on Travel, Hospitality and Conferences](#)

9.2 Internal

9.2.1 Code of Conduct & Business Ethics

9.2.2 Integrity in Business Operations (Policy)

9.2.3 Delegation of Financial Authority (Policy)

10. Exceptions

The President must approve any exception to this policy and in the case where the exception arises in relation to the President, the Vice-President, Corporate Services & CFO must approve the exception. Original, written evidence of the exception approval must be placed on the project file or with the Sponsor as applicable; and, a copy of such approval recorded and available to the Quality Management & Process Analyst, CS & CFO / QM & P. The Vice-President, Corporate Services & CFO must inform the Chair of Board of Directors of exceptions to this policy in an instance where the approval of the Chair of Board of Directors was otherwise required under this policy.

11. Enquiries

Enquiries regarding content of this policy are to be forwarded to the Vice -President, Corporate Services & CFO.







A.1.3 Where "other travel" is selected as the category for the travel a detailed explanation regarding the purpose of the travel is required as part of the travel authorization.

A.1.4



- a. approval by the authorized delegate of



other remote meeting solutions	solutions were not applied
E. Number of travellers	Rationale for the number of travellers as it relates to the suitability of the named traveller for the stated objective





Appendix B - Specific requirements for Hospitality

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Annex A

Canadian Commercial Corporation
Hospitality Blanket Pre -Approval Form: President

Given CCC's new focus on business development and the need to align its policies with the corporate objectives, CCC is adopting a blanket hospitality approach which will equip key CCC personnel to undertake hospitality in the ordinary course of business exercising their professional judgement.

Blanket Pre- Approval of Hospitality - President:

Pre-approval of hospitality expenditures for the President is hereby set at a maximum of \$_____ (Value) per event. For any single hospitality expenditure above this amount a separate pre-approval must be obtained in accordance with this policy.

Approved by: _____ Date: _____
Chairperson, Board of Directors

Note: Once completed and approved, the original form is to be sent to CCC's Finance Unit to be filed with Delegation of Financial Authority documentation.



Annex B

Canadian Commercial Corporation
Hospitality Blanket Pre -Approval Form: Vice -Presidents

Given CCC's new focus on business development and the need to align its policies with the corporate objectives, CCC is adopting a blanket hospitality approach which will equip key CCC personnel to undertake hospitality in the ordinary course of business exercising their professional judgement.

Blanket Pre- Approval of Hospitality - Vice -Presidents:

Pre-approval of hospitality expenditures for Vice-Presidents is hereby set at a maximum of \$_____ (Value) per event. For any individual hospitality expenditure above this amount a separate pre-approval must be obtained in accordance with this policy.

Approved by: _____ Date: _____
President

Note: Once completed and approved, the original form is to be sent to CCC's Finance Unit to be filed with Delegation of Financial Authority documentation.



Annex C

Canadian Commercial Corporation
Hospitality Blanket Pre-Approval Form:
Non-Senior Executive CCC Personnel

Given CCC's new focus on business development and the need to align its policies with the corporate objectives, CCC is adopting a blanket hospitality approach which will equip key CCC personnel to undertake hospitality in the ordinary course of business exercising their professional judgement.

Part 1: Blanket Pre-approval of Hospitality Rationale

- Non-Senior Executive-2 (val f5(cu-2 (val f5(r.5w 17.17CCC P (ci)-5 (a (o (a)7 (or)n()JTJ(i)1 ()JTJ 0 Tw



Annex D

Canadian Commercial Corporation
Hospitality Blanket Pre-Approval Form:
Chairperson, CCC Board of Directors

Given CCC's new focus on business development and the need to align its policies with the corporate objectives, CCC is adopting a blanket hospitality approach which will equip CCC Board members to undertake hospitality in the ordinary course of business exercising their professional judgement.

Part 1 : Blanket Pre- approval of Hospitality Rationale
- Chairperson, CCC Board of Directors:

Part 2 : Blanket Pre- approval of Hospitality
- Chairperson, CCC Board of Directors:

Pre-approval of hospitality expenditures for _____ (Chairperson, CCC Board of Directors Name) is hereby set at a maximum of \$ _____ (Value) per event. For any individual hospitality expenditure above this amount a separate pre-approval must be obtained in accordance with this policy.

Recommended by: _____ Date: _____
Vice-President, Corporate
Services and CFO

Approved by: _____ Date: _____
Chairperson, Audit Committee

Note: Once completed and approved, the original form is to be sent to CCC's Finance Unit to be filed with Delegation of Financial Authority documentation.



Annex E

Canadian Commercial Corporation
Hospitality Blanket Pre-Approval Form:
CCC Board Member

Given CCC's new focus on business development and the need to align its policies with the corporate objectives, CCC is adopting a blanket hospitality approach which will equip CCC Board members to undertake hospitality in the ordinary course of business exercising their professional judgement.

Part 1 : Blanket Pre- approval of Hospitality Rationale
- CCC Board Member:

Part 2 : Blanket Pre- approval of Hospitality
- CCC Board Member:

Pre-approval of hospitality expenditures for _____ (CCC Board Member Name) is hereby set at a maximum of \$_____ (Value) per event. For any individual hospitality expenditure above this amount a separate pre-approval must be obtained in accordance with this policy.

Recommended by: _____ Date: _____
Vice-President, Corporate
Services and CFO

Approved by: _____ Date: _____
Chairperson, Board of Directors

Note : Once completed and approved, the original form is to be sent to CCC's Finance Unit to be filed with Delegation of Financial Authority documentation.







C.3 Reporting and Controls

C.3.1 CCC will have appropriate internal controls and an associated monitoring system in place to support periodic reviews of conference expenditures. This will also contribute to the validation of the annual report on the total annual spending on



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- D.2.2 Where an event requiring President approval is hosted by CCC, the Audit Committee will also be provided, for information purposes, the total planned and actual CCC costs.
- D.2.3 Vice-President pre-approval of an event is required when the event has a total planned CCC cost of \$25,000 or less.
- D.2.4 For the calculation of the total CCC costs for a single event in order to determine the required approval authority, total costs are to include items such as conferences fees, professional services charges, hospitality, accommodation, transportation, meals, taxes, gratuities and service charges, and other relevant costs directly attributable to the particular event. These costs exclude salary costs and other fixed operating costs as part of the on-going operations of CCC.
- D.3 Reporting and Controls
- D.3.1 CCC will have appropriate internal controls and an associated monitoring system in place to support periodic reviews of event expenditures.





reasonable measures deemed appropriate for reasons of courtesy, diplomacy or protocol. Hospitality does not include expenditures for employees or individuals on travel status subject to the