



Airfare/Travel Guidelines

Canadians who incur airfare and travel expenses qualify for charitable tax receipts when the primary purpose of the participant's trip was to voluntarily carry out the mission and work of Habitat for Humanity Canada. In compliance with CRA, Gift in Kind guidelines are to be followed. Please review this document fully.

1. **Prior to booking a flight or making travel arrangements, please first consult with your team leader** regarding your travel plans. Note that Trip/Flight cancellation is recommended and not provided as part of GV trip costs.
2. **If you would like to receive a charitable tax receipt for your travel expenses the following criteria must be met:**
 - 2.1 Flight or travel takes the most direct route to the host country and return to your point of departure;
 - 2.2 Flight or travel is economy class
 - 2.3 If driving, mileage claims must not exceed cost of economy airfare quote
 - 2.4 Total number of trip day from departure to return do not exceed allowable for charitable work.
 - 2.4.1 Total allowable dates are calculated by:
Total Number days for GV Trip days, doubled, minus one day.
EG: (GV posted trip days: 8 days x 2) -1day = 15 days

(Note: flight/travel time is not calculated in your GV Trip dates, but is included in total allowable)
(Note: R& R days are included in the GV Trip dates)
3. **What types of expenses qualify assuming above criteria are met?**
 - 3.1 Flight Costs including taxes in Canadian dollars
 - 3.2 Flight change fees only if Global Village has cancelled or rerouted the team
 - 3.3 Flight/Trip Cancellation Insurance in Canadian dollars
 - 3.4 Mileage at \$.50/km for those driving within Canada or to USA
 - 3.5 Baggage cost for one bag on North American flights
 - 3.5 Tax or booking fee costs when booking with travel or points programs, such as AirMiles.
4. **What would not qualify for eligible expenses for tax receipt purposes?**
 - 4.1 If you choose to extend your trip beyond the allowable number of days (as described in #2)
 - 4.2 Extra baggage fees, shuttles or buses to/from the airport, and seat selection fees
 - 4.3 Costs associated with transportation to/from your point of departure (such as taxi, parking, bus, ferry, rentals or train)
 - 4.4 Meals, hotel or rental vehicle expenses associated with transportation
 - 4.5 Business class airfare or other upgrades
 - 4.6 Flights/travel which are not in a direct route where the indirect route results in an increased expense
 - 4.7 Passports, Visas, & Immunizations
5. **What alternate circumstances might apply?**
 - 5.1 Expenses are not in Canadian dollars. You will need to provide a copy of your credit card statement showing the amount you paid in Canadian dollars.

- 5.2 If you choose to fly Business Class, you can receive a tax receipt for the amount of an economy class ticket. You must obtain an economy class quote, prior to the trip, using exact trip dates and route.
- 5.3 Non direct flights/travel routes – provide a quote using the exact trip dates, economy fare, but with a direct flight route. (Flight arrival location and departure location must be the same)
- 5.4 Driving to the host destination – please provide quote of economy airfare – lowest cost should be submitted. Mileage can only be claimed by the driver. Total allowable dates are considered.

6. How do I apply for a charitable tax receipt for airfare and travel expenses?

Airfare/travel expense submissions can only be processed after the GV trip is completed. Submissions are to be sent to Global Village Canada office at 403-477 Mount Pleasant Road, Toronto, ON M4S 2L9, or faxed to 416-646-0574, or emailed to gvapplications@habitat.ca

Submission requirements include:

- 6.1 Completed Gift in Kind Form
- 6.2 Copy of your airfare itinerary. This must include the days you travelled and route even if you did not fly a direct route or economy class.
- 6.3 Copy of your flight expenses in Canadian dollars.
- 6.4 Copy of other expenses including
 - 6.4.1 cancellation insurance and
 - 6.4.2 cost for one piece of baggage for flights within North America
 - 6.4.3 reward points expenses
 - 6.4.4 verification of mileage – (email from team leader confirming the dates that you drove would suffice)
 - 6.4.5 quotes or statements where alternate circumstances may apply (as listed in # 5).

7. What if I have fundraised more than the trip costs – can fundraised dollars be reimbursed to participant to offset airfare/travel expenses?

If you have fundraised additional money above the cost of the trip then you can

- 7.1 donate that money to the Global Village program to further advance the work of Global Village
- 7.2 OR be reimbursed by cheque for surplus fundraising amount up to your eligible airfare/travel costs as long as you have met all eligibility criteria
- 7.3 If you chose to have your surplus fundraising reimbursed to you, this amount will be deducted for the eligible airfare/travel expenses thus reducing the charitable tax receipt value.
- 7.4 If your surplus fundraising exceeds your eligible airfare/travel expense this excess amount remains with the Global Village program (and is added to your team's donation to your host country)

8. General information regarding charitable tax receipts:

- 8.1 Submissions are reviewed on a monthly basis.
- 8.2 Reimbursement cheques for those who fundraised above the trip donation cost, will be sent in the mail with 4 weeks of your airfare submission.
- 8.3 If you met all the eligibility criteria you should receive your tax receipt, at the email address you provided within 6 weeks of submission.
- 8.4 Submissions are considered in the taxation year that they are received (email time stamp and postage stamp verification applies). If our trip build dates fall near the end of a calendar year and you want a tax receipt for your airfare costs for that calendar year, you will need to submit the appropriate paperwork mentioned above before the end of the calendar year.