



Travel and Expense Standard

Owner Position: Finance & Risk Management

Division: Finance

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Travel and Expense Standard

1. INTRODUCTION

The Atlantic Lottery Corporation (ALC) strives to administer effective cost management and control while providing suitable travel arrangements for those authorized to travel on behalf of the company.

OBJECTIVE

With this policy and associated standard, ALC's objective is to:

- ♦ Provide specific parameters to ensure travel and entertainment expenses incurred by employees and Board of Directors are reasonable, the financial impact to ALC is appropriate, and that travel and expense claims are appropriately supported and controlled.
- ♦ Ensure employees and board members will be consistently reimbursed for legitimate, necessary, and reasonable travel and entertainment expenses incurred in the conduct of ALC business.
- ♦ To reduce costly administrative processes for managing travel and expense claims.

SCOPE

This Standard will apply to all employees, the Board of Directors, candidates for prospective employment with ALC where reimbursement of travel expenses incurred during the interview process is authorized in advance by ALC, and any persons under employment contract to ALC unless the contract specifies otherwise.

DEFINITIONS

Board of Directors (BoD) means the group of individuals appointed to oversee the strategy and operations of ALC, who are not employees of ALC.

Commercial accommodation means the usual hotel / motel type of accommodation or similar commercial establishment which provides lodging at an established daily rate.

Delegated officer means an employee of ALC who is delegated administrative responsibilities and signing authority for these policies.

Department head means the senior-most management of the department.

Domicile means the place where the traveler maintains his residence.

Employer and employee are used to distinguish between the person responsible for authorizing travel and approving expenditures and the ALC employees who travel on corporate business (including candidates for prospective employment and persons under employment contract to ALC).

Executive means ALC employee at Chief Officer and Vice President level or higher authority.

Field means the area (territory) a business development manager, customer account representative, district manager, or any other person required to work away from an office is required to cover, therefore deemed to be their place of duty.

First line of approval means approval from the individual's direct supervisor.

Hospitality consists of the provision of food, beverages, accommodation, transportation, entertainment or other amenities at Atlantic Lottery expense to a group of people that includes at least one individual that is not an employee of ALC.

Internal meetings means those meetings of official corporate business held with only ALC employees in attendance. These meetings cannot include any individuals who are not an employee of ALC.

Itemized receipt means a detailed receipt including the date, vendor, vendor address, HST number (if applicable), list of all transactions with individual prices, taxes and total price paid. A credit card slip receipt is not an itemized receipt.

Place of duty means the location or headquarters from which head / regional office employees ordinarily perform their duties and includes any area within twenty-five kilometers of that location.

Private accommodations means a single-family dwelling owned or rented by an acquaintance or relative with whom the traveler does not normally reside.

Traveler means one of the parties defined under the scope of this standard.

Travel status means that a traveler is absent from his home and from his place of duty on corporate business travel.

2. ADMINISTRATION AND AUTHORIZATION OF TRAVEL

2.1. Administration of Standard

The CFO is accountable for the administration of the standard and overall compliance. All Chief Officers and Vice Presidents are accountable to ensure their divisions are in compliance with all aspects of the Travel and Expense Standard. Where conflicts of interpretation arise, the Vice-President, Finance and Corporate Services will be consulted. The decision of the CFO, or President & CEO, is final.

2.2. Eligible Expenses

All expenses related to business travel or business meetings shall be reimbursed under this standard. Purchase of gift cards of quantities greater than ten (refer to Gift Card Standard) and relocation expenses will not be reimbursed under this Standard.

All eligible expenses reimbursed **within the guidelines of this standard** will not result in a taxable benefit assessed to the employee by AL (except for missing receipts). **Any departure to this standard or missing supporting documentation may result in a taxable benefit to the employee.** Please refer to our "Employee recognition and taxable benefit standard" for more information on taxable benefits.

The following is a non-exhaustive list of examples of expenses which will not be reimbursed:

- a) Airline club dues
- b) Frequent traveler program costs
- c) Traffic and parking fines
- d) In-flight movies and/or refreshments
- e) Hotel room movies and/or mini-bar services
- f) Personal articles (i.e. toiletries, magazines, etc) unless luggage is lost – See Section 8.5
- g) Barber or hairstylist expenses

- h) Interest charges and surcharges on Corporate Credit Card bills
- i) Passports including cost of pictures
- j) Expenses that are not deemed reasonable for business purposes

2.3. Reimbursement of Expenses

Claims for travel should be submitted as soon after completion of travel as practical, **but no later than thirty (30) days after the travel was completed or the expense was incurred**. Claims for expense greater than 30 days must be authorized by the divisional Chief Officer or Vice President, or President & CEO.

When travelling outside of Canada, expenses should be submitted in the currency in which they were incurred, with the appropriate foreign currency selected, and iExpense defaulted rate applied. If the defaulted rate is not a true reflection of the applied rate, the defaulted rate can be over-written and supporting documentation of the applied rate must be attached to the line item. If the foreign currency required is not listed, contact the iExpense Administrator.

Expenses shall be paid when all exceptions are either authorized or removed from the expense report, all required receipts are attached to each required line item, and all expenses are cleared from exception. All expenses incurred during the trip shall be reported on the approved expense report.

2.4. Supporting Receipts

All expenses, except allowances (per diems & incidentals), should be supported with itemized receipts. In cases where a tip was paid, the credit card slip showing the tip and total paid should also be attached to the expense report. Receipts should be unaltered and clearly readable. It is permissible to write on the additional information or calculations on the receipt. It is unacceptable to black-out or white-out certain parts of receipt, even if there are items on the receipt that will not be claimed. It is permissible to claim reasonable expenses where itemized receipts or receipts are not available; for example: tolls, admission charge, parking, or other situations where itemized receipts are not available. Notation that an itemized receipt or receipt was not available must be noted in the description of the expense and approved by the traveler's first line of approval.

In cases where the itemized receipt has been lost the traveler must contact the place of purchase in attempt to obtain a duplicate copy. When it is not possible to obtain a duplicate itemized receipt the traveler must attach the approval of next level of authority (above their approver) to the applicable line item for which the receipt is missing.

2.5. Employees' Responsibility

It is the responsibility of the employee to ensure that they are familiar with this standard before commencing business travel or incurring business expenses. Travelers are expected to submit expense reports that are complete and compliant to this standard. All required supporting documentation outlined in this standard shall be attached to the claim.

2.6. Expense Report Approval

Expense Report approval hierarchy adheres to the *ALC Signing Authority Approval Standard*.

It is the responsibility of the approver of the expense report to ensure that all expenses comply with this standard and that all expenses have the appropriate approvals and if in doubt, to seek clarification from the Manager, Finance - Operations, the Vice-President, Finance and Corporate Services, or the CFO.

2.7. Non-Compliance with Standard

All Chief Officers and Vice Presidents are accountable to ensure their divisions are in compliance with all aspects of the travel and expense policy and standard.

Non-compliance must be acknowledged by the employee claiming an expense in the description field on the expense report. Consistent issues of non-compliance with this standard will be reported directly to the CFO and could be subject to disciplinary action.

The Internal Audit department will perform a compliance review on a test basis of expense reports to monitor compliance to this Standard.

3. TRAVEL PREPARATION AND CORPORATE CREDIT CARDS

3.1. Preparation of travel arrangements

Travelers are able to make travel arrangements directly with the airline, or its representative. Hotel and car rental arrangements may also be made directly by the traveler. While it is acceptable to have an employee make travel arrangements on behalf of other travelers (for example in the instance of assistants), travelers cannot be in the position of approving their own expenses or the expenses of someone in a higher position within ALC's signing authority and therefore appropriate billing arrangements must be made in these circumstances.

3.2. Corporate Credit Cards

To apply for the Corporate Credit Card, the employee must contact the iExpense Administrator. All corporate travel policies apply to holders of Corporate Credit Cards. The iExpense User Guide can be found on Compass, under Corporate Information, ERP – Vanilla Ice Project.

The employee will use their card for **business purposes** only and submit transactions by due date as identified on cardholder agreement form within 7 business days of the end of the billing cycle. Inappropriate use of the card may result in the card being revoked for use.

In conjunction with the details of this Standard, the employee will be able to use their card for the following items:

- ◆ Lodging
- ◆ Meals
- ◆ Business meetings
- ◆ Laundry costs
- ◆ Telephone calls while in travel status
- ◆ Gas expenses for rental vehicles
- ◆ Miscellaneous services such as tolls, parking expenses
- ◆ Excess luggage expenses
- ◆ Airport fees
- ◆ Incidentals such as gratuities, local phone calls, etc.

Cash Advances and purchases of Capital may not be placed on Corporate Credit Cards.

4. MEALS AND ENTERTAINMENT

4.1. Meal Allowance (Per Diems)

A traveler in travel status shall be reimbursed for meals and gratuities by the allowance specified in Appendix "A". The purpose of the allowance is to ease the burden of tracking all meal receipts during periods of travel. These allowances are amounts allowed by CRA to be paid without itemized receipts and that are NOT taxable benefits. Meal allowances can not be claimed for expenses paid for other people and are not to be used for internal meetings. Allowances claimed that do not follow this standard could result in a taxable benefit to the employee receiving the allowance. Where a traveler incurs meal costs that are higher than the established meal allowances in situations outside the traveler's control, the actual and reasonable expenses incurred shall be reimbursed, based on receipts. In this situation, which is considered exceptional, the detailed meal receipt and description of the circumstances shall be approved by the Executive who is the Department head of the traveler. Meal receipts for amounts less than the established meal allowances are permissible.

The meal allowance shall not be claimed when meals are included as part of conferences, meetings, training, etc., or where included in the lodging costs. If the traveler is unable to participate in the meals provided because of other business commitments, the meal allowance will be claimed.

The cost of breakfast may only be claimed when the traveler has been travelling on business for more than one hour before the recognized time for the start of the day's work (8:30 am).

The cost of dinner may only be claimed when the traveler has been travelling on business and is not expected to return to their residence before 6:00 pm.

4.2. Field Operations

All field staff may claim a Daily Field Allowance specified in Appendix "A" intended to cover any daily field expenses including the midday meal. Only those field staff operating outside of 25 km from their "place of duty" (or where they could not reasonably return home for lunch) will be eligible for the field allowance. Field staff must document the area (city/ town) of work when claiming said allowance in iExpense. It is the responsibility of field operations management to enforce this standard as they approve expense reports.

4.3. Field Internet Services

Eligible field staff may claim \$50 per month for home internet expense reimbursement. Eligible field staff must meet the following criteria:

- ◆ AL does not provide cubicle space at an AL office;
- ◆ Internet is not accessible at Head Office or at a Regional Office due to TERR distance (home office is greater than 25 kms from Head or Regional Office); and
- ◆ AL may, from time to time, conduct VPN audits to support work internet usage.

4.4. Internal Meetings

An employee may be reimbursed for reasonable Internal Meeting expenses (i.e. room rentals, meal, and other related service costs) incurred to facilitate the conduct of official corporate business; for example staff meetings and events. Expense statements claiming reimbursement of Internal Meeting expenses require appropriate detailed and itemized receipts to be attached. Per diem meal allowances are NOT appropriate for internal meetings with employees not in travel status. If some employees in the internal meeting are in travel status and others not, only the employees in travel status **may** choose to claim meal per diems. The

other employees (not in travel status) **must** claim their expenses through receipted claims. If one person pays the bill for everyone, that person **must** claim the expense through a receipted claim and no one can claim a per diem for that meal.

Requests for payment of meetings must be supported by a statement providing the following details:

- ◆ Business purpose of the meeting with Agenda or Meeting notes (minutes);
- ◆ If the meeting is over a meal, appropriate business reasons for a meeting happening over a meal would include but not limited to extend the business working hours, to accommodate schedules; List of ALC employees in attendance; and
- ◆ The cost of the meeting supported by itemized receipts.

It is expected that expenses for Internal Meetings will be kept to a minimum. Meal expenses for Internal Meetings shall not exceed the cost per person as outlined as meal allowances in Appendix "A". These expense limits should be used as a guide, they are not a per diem allowance. The expense will need to be claimed through a "Receipted meal" expense. Where an employee incurs meal costs for Internal Meetings that are higher than the established meal allowances in situations outside the employee's control, the actual and reasonable expenses incurred may be reimbursed, based on receipts. In this situation, which is considered exceptional, the detailed meal receipt and description of the circumstances shall be approved by the Executive who is the Department head of the employee making the claim.

Alcohol expenditures incurred at Internal Meetings will not be reimbursed.

Allowable expense items shall be approved by the Supervisor of the most senior employee in attendance at an Internal Meeting. To facilitate this approval mechanism, the most senior employee should be the one to claim the expense, therefore moving automatically through Oracle iExpense to the appropriate Approver.

4.5. Hospitality

Hospitality will be extended in an economical, consistent and responsible way when it is considered desirable as a matter of courtesy or protocol.

Hospitality, and hosting of government and elected officials, may be extended by employees on behalf of ALC when there is clear business rationale present, under the following conditions, when:

- ◆ Engaging government and elected officials, and other external stakeholders, in discussions on official matters;
- ◆ Providing persons from various organizations, as well as government, and elected officials, with an understanding and appreciation of the business issues or workings of ALC;
- ◆ Sponsoring formal conferences directly related to the work of ALC or its stakeholders;
- ◆ Attending ceremonies and/ or events that are attended by heads of state or government, distinguished persons from the private sector, or both; and
- ◆ Engaging in activities and events conducted under ALC's win celebrations and related programs.

When Hospitality events include vendors (current or prospective) as guests, hosts are responsible for obtaining prior written approval from a Finance Executive member (VP or CFO) to ensure that attendance at the event does not give, or is not perceived to give, preferential treatment. In exceptional situations where prior written approval cannot be reasonably obtained, the expense submission must include subsequent Finance Executive member sign off and documentation on why the incurred expense was reasonable.

Hosts must ensure that Hospitality expenses are recorded, and records contain the following information for each function:

- ◆ The circumstances;
- ◆ The form of hospitality (breakfast, lunch, dinner, reception, refreshments, etc.);
- ◆ The cost supported by itemized receipts;
- ◆ Names of individuals in attendance;
- ◆ Name and location of the establishment (government facility or other); and
- ◆ Approvals by appropriate individuals.

Reasonable alcohol expenditures incurred while extending Hospitality will be reimbursed in limited circumstances determined by consideration of factors such as venue, audience, purpose of event, budget, availability of transportation, and any other factors deemed by a reasonable person or persons to be practical for consideration in the application of this policy and solely for individuals above the age of majority. Alternate transportation, as necessary, will be accounted for in any situation involving alcohol.

Hospitality expenditures for meals will be limited to the following amounts:

Meal	Maximum Reimbursable Amount
Breakfast	\$30 Breakfast Allowance
Lunch	\$40 Lunch Allowance
Dinner	\$60 Dinner Allowance

These expense limits should be used as a guide, they are not a per diem allowance. The expense will need to be claimed through a “Employee, Executive or BoD Receipted meal” expense.

Where Hospitality expenditures for meals are higher than the above chart, the actual and reasonable expenses incurred shall be reimbursed, based on receipts. In this situation, which is considered exceptional, the detailed meal receipt and description of the circumstances shall be approved by the Executive who is the Department head of the host.

5. ACCOMMODATION

5.1. Commercial Accommodation Reimbursement and Standards

A traveler will be reimbursed the actual and reasonable expenses incurred for commercial accommodation authorized by the employer.

Proof of payment is required. Direct billing to ALC is not permitted for individual accommodations however in the event of a group meeting; a master-account billing arrangement is acceptable.

5.2. Private Accommodation while on Business

A traveler may arrange for private, non-commercial sleeping accommodations with the approval of the employer. A traveler who makes such arrangements shall be reimbursed at the rate specified in Appendix “A”, item 4.

6. TRANSPORTATION

6.1. General

Every traveler shall travel by the most direct route and the most economical mode of travel, taking into consideration the travel time involved.

The number of employees travelling together (same flight or car) should not exceed six. The number of executives travelling together by either plane or car shall not exceed two; exceptions may be approved by the President & CEO in advance of the travel.

Travelers shall not put themselves at unnecessary risk in order to travel. Employees, in conjunction with their supervisor/ manager, are responsible for making a conscientious decision concerning health and safety.

6.2. Air Transportation

Air travel is an accepted method of transportation and is generally the preferred method of travel except for short journeys under 500 kilometers where ground transportation is more economical. In cases where work schedules require the traveler to be in two different regions in a short timeframe, air travel is permissible even for short travel distances. When a traveler has an aversion to air travel, ALC shall endeavor to schedule the work so that time will permit the traveler to travel by alternate means.

Air Transportation Class of Service (Domestic and International)

It is Atlantic Lottery's practice to fly in economy classes as the norm for any business travel. Business class travel may be considered for any flight in excess of five hours for any one flight segment where extenuating circumstances support the class of travel, provided the request is approved by the divisional Chief Officer or Vice President, or President and CEO in advance of travel. Documentation of the divisional Chief Officer or Vice President, or President and CEO approval should be attached to the traveler's expense report.

Examples of acceptable extenuating circumstances would include:

- The traveler has a medical condition accompanied with a doctor's note warranting travel in this class;
- Productivity requirements due to limited time at destination;

Airfare and Cancellation Insurance

Travelers are required to accept the lowest convenient airfares.

Travelers must take advantage of significant price breaks that occur by booking airfares at least seven to fourteen days in advance to travel unless exceptional circumstances prevail.

It is not acceptable to purchase cancellation insurance for a business trip. Any traveler who purchases cancellation insurance through our corporate card will be expected to reimburse the ALC.

Bumped from a Flight

When a traveler who is travelling on official business is "bumped" from a flight by the Airline company and receives a payment from the airline, the payment shall revert to ALC. This payment should be submitted

with the traveler's expense claim. When a traveler receives a flight credit for a cancelled business flight, this credit should be used at the next available opportunity for business travel.

When a traveler is presented an option by the Airline company to take a later flight in exchange for a cash payment, the traveler may accept this option at their choice and keep the payment for themselves if the delay in flight does not affect the traveler's business schedule or hours.

6.3. Car Rental

Car rentals will normally be authorized in the following situations:

- ◆ Most economical mode of transportation; and
- ◆ At the destination of the business trip when extensive intra-city travelling is required.

When the car rental has been authorized, arrangements should be made through the car rental agency of record.

If more than one employee is taking the same business trip and a car rental has been authorized, the employees shall make every effort to share the rented vehicle.

Payment of car rentals will be paid for by the employee and claimed through the employee's expense report. Gas receipts for the car rental are also a valid business expense and should be claimed on the same expense report as the rental vehicle.

Car Rental Class of Service

Mid-sized, full-sized, and/or vans shall be rented.

Vans may be rented if four or more employees are travelling together and/or the amount of luggage is a factor.

This standard excludes the use of SUV's and other high-end luxury vehicles unless there are no other options available.

Car Rental Insurance

A traveler is not required to purchase insurance coverage from the rental agency for rentals less than 30 days.

When a traveler wishes to travel on business accompanied by a family member, the family member is covered by ALC's insurance policy for physical injury only, as long as **they are not driving the vehicle**.

If a traveler, while travelling on business for ALC, wishes to purchase extra insurance to cover a family member in order that the family member can drive the rented vehicle, **he or she may do so but at his or her own expense**.

ALC's insurance policy covers those under the age of 25 accompanying an employee in a rental vehicle.

NOTE: For employees who are assigned corporate vehicles:

ALC's corporate automobile insurance policy automatically covers a vehicle rented by an employee while his or her corporate vehicle is being repaired.

Car Rental Drop-off Charges

Drop-off charges mean picking up a rented vehicle at one location and dropping it off at another location (i.e. pick up at Gander airport, drop off at Stephenville airport). Every effort should be made to avoid drop-off charges.

6.4. Privately-owned Automobile

Before authorizing the use of a privately-owned vehicle, the Approver shall take the following considerations into account:

- ◆ Number of persons travelling;
- ◆ Cost of alternate means of transportation;
- ◆ Availability of alternate means of transportation; and
- ◆ Urgency of travel.

It is best practice to use the most economical mode of transportation. However, for employees who prefer to use their private vehicle instead of a more economical rental car for short travel distances, the Approver may use their discretion for approval.

Employees travelling with their own vehicle are eligible to claim mileage (see Appendix A) however in no circumstances will AL reimburse gas receipts for employees travelling on business with their own vehicle.

Employees receiving a vehicle allowance will not be permitted to submit an expense report detailing mileage and expenditures incurred.

Privately-owned Vehicle Insurance

The traveler shall ensure that his or her vehicle is properly insured.

Accidents

Regardless of who is at fault, accidents are the responsibility of the traveler and his or her insurance company. ALC assumes no financial responsibility beyond payment of the authorized kilometric rate.

6.5. Traffic Violations and Fines

Travelers are responsible for complying with all laws. Whether operating a rental car, a company vehicle or a privately-owned automobile, they are personally responsible for the payment of fines, traffic, and parking violations, as well as lawyer's fees in any legal action.

6.6. Parking

A traveler may be reimbursed for parking fees while travelling on business or attending meetings locally outside of their regular office. The traveler should use the most economical available parking that is a reasonable walking distance from their meeting location. Self-parking should be used in favor of valet parking when available.

6.7. Corporate Vehicles

Employees operating an assigned corporate vehicle will not be permitted to submit an expense report detailing mileage and expenditures incurred. Payment for these types of expenses should be made through

the assigned fleet services card. Exceptions may apply with pre-approval from the employee's first line of approval.

6.8. **Company Vehicle Expenses**

A fleet card has been issued for expenses associated with the operation of a company vehicle. This card is for fleet vehicle related expenses only. It can be used for minor repairs, preventative maintenance and fuel purchases in an assigned vehicle only. In the event an assigned vehicle has been replaced with a rental vehicle due to mechanical failure the fleet card may be extended to the rental vehicle for operating expenses. Rental charges shall be direct billed or paid for by the employee and operating expenses only shall be placed on the associated fleet card.

6.9. **Other Modes of Transportation**

Taxi

When no other convenient and more economical transportation is available, taxis may be used. A receipt is required for all taxi fares.

Work-related transportation by taxi within surrounding area of head office is direct billed. **Your signature and employee number are required on all taxi receipts before exiting the vehicle. Taxi receipts missing this information will not be paid and will be the responsibility of the taxi company.**

Airport/Hotel Limousine

This mode of transportation should be used under the same circumstances as a taxi as long as the cost does not exceed the equivalent taxi fare. A receipt is required for all airport/hotel limousine services.

Rail, Bus and Ferry

Coach class is the only acceptable level of service when lodgings are not required. A receipt is required for these modes of transportation.

Such arrangements shall be reimbursed at the rate specified in Appendix "A", item 4.

7. OTHER EXPENSES

7.1. **Incidental Expenses**

For each night of overnight accommodation, a traveler will be reimbursed an allowance to cover incidental out-of-pocket expenses. See Appendix "A", item 3. Incidental expenses include such items as baggage charges, gratuities (other than meals), personal local phone calls, etc.

7.2. **Laundry Expenses**

A traveler may be reimbursed for reasonable expenses incurred for laundry and dry cleaning services if the absence from this or her place of duty exceeds five days.

7.3. **Telephone**

A traveler shall be reimbursed the costs incurred for necessary local and long-distance telephone calls related to corporate business.

When a traveler is required to remain absent from home overnight, he or she shall be reimbursed the cost of a phone call to his or her home.

7.4. **Excess Luggage**

A traveler may be reimbursed costs incurred in transporting personal effects or corporate-owned materials/equipment at excess luggage rates.

7.5. **Lost Luggage**

A traveler may be reimbursed for reasonable expenses incurred to replace personal articles such as toiletries and clothing that is necessary to complete the business trip if his or her luggage is lost by an external party while travelling on business. Documentation such as lost baggage claims should accompany the expense claim submitted.

7.6. **Currency Conversion Costs**

A traveler shall be reimbursed for necessary expenses incurred in converting Canadian money into foreign currencies. Supporting receipts must accompany the expense claim.

7.7. **Miscellaneous Services**

The employer may authorize the reimbursement of necessary expenses incurred for public stenographic or word processing service, rental, or necessary office equipment, and other necessary business expenses while the traveler is in travel status.

Other situations may occur from time to time that are not specifically covered by these policies. Such situations should be referred to Finance.

8. SPECIAL TRAVEL SITUATIONS AND OTHER EXPENSES

8.1. **Weekend Travel Home**

Provided that work schedules permit, and if the appropriate public or private transportation is available and its use is both practical and reasonable, a traveler may return to his or her domicile over a weekend or on scheduled days off.

The traveler will be reimbursed:

- ◆ If travelling by motor vehicle, the rate specified in Appendix "A";
- ◆ If travelling by other means, the cost of expenditure incurred; and
- ◆ Meal allowances as outlined within these policies.

8.2. **Frequent Flyer Programs**

A traveler may join frequent flyer programs; however, ALC will not handle inquiries or track-accumulated points.

No traveler shall make special arrangements that would allow him or her to maximize the number of points obtainable on a trip (i.e. stopovers, certain hotels or car rental agencies, etc.)

Any taxable benefits derived from any points program become the responsibility of the employee.

8.3. **Physically Disabled Travelers**

Where a physically-disabled traveler is required to pay for special assistance in travel (i.e. taxi or porter), these costs will be reimbursed as additional incidental expenses, provided they are clearly reasonable and necessary.

8.4. **Illness-Employee/Family Member; Death of Family Member while in Travel Status**

A traveler shall be reimbursed for expenses due to illness, accident, or death of family member while in travel status, provided ALC is satisfied the expenses are not otherwise recoverable.

A traveler shall be reimbursed for expenses incurred due to a death in the family while in travel status (i.e. charges by airlines due to "change fees" or charges levied by hotels for early checkout). Travelers, upon receipt of the death certificate, shall send a copy of the certificate and a copy of the receipt of charges to the airline for reimbursement. Upon receipt of the reimbursement, the traveler will forward it to Finance.

9. BUSINESS TRAVEL COMBINED WITH PERSONAL TRAVEL

If a traveler intends to combine personal travel with a business trip, transportation arrangements for the personal travel can be made using normal procedures. However, the traveler is responsible for the additional transportation, lodging and meal costs.

If a spouse or any other dependent accompanies the traveler on their trip, all additional expenses including transportation and meal costs are the traveler's responsibility, unless approved by the CEO. Expenses of an executive or board member's spouse can be claimed in circumstances where the spouse is representing ALC.

APPENDIX "A"

Effective: April 1, 2019

RATES AND ALLOWANCES FOR TRAVEL ON CORPORATE BUSINESS

1. Private Vehicle Usage*

* *These rates will be reviewed annually.*

Reimbursement of operating expenses of a privately-owned automobile used for corporate travel will be at the rate of .46 cents/KM.

2. Meal Allowances

A. Per diem includes gratuity (travel **inside** Canada)

Breakfast	\$20
Lunch	\$25
Dinner	\$30

\$75

B. Per diem includes gratuity (travel **outside** of Canada)

Breakfast	\$22
Lunch	\$27
Dinner	\$35

\$84

C. Daily Meal Allowances - Field Operations

\$8 per day (when travel exceeds 25 km from domiciled territory)

3. Incidental Expenses

\$8 per night

4. Private Accommodations

\$20 per night

APPENDIX "B"

Oracle iExpense Management Solution Roles and Responsibilities

iExpense Administrator

Responsible for the overall management of the system, the Administrator creates / amends user data, configures cardholder account information, manages the distribution of cards, and establishes user security. The iExpense Administrator also provides support to users as required. The iExpense Administrator should be contacted via email at iExpense.requests@alc.ca.

Business User

The Business User is expected to adhere to all company policies and procedures, use credit cards responsibly, and submit expense reports in a timely manner. The Business User is responsible to ensure each expense report follows the appropriate approval route (manager or Chief Officer / VP). Each Business User is responsible to complete the correct general ledger coding on their expense report.

Expense Approver

The primary expense report approver is the business user's immediate supervisor / manager. The Expense Approver is responsible to ensure the expenses submitted are in compliance with all company policies and procedures. The Expense Approver is accountable to validate that each expense report approved is complete and accurate including general ledger coding. A detailed review of each expense report with reference to itemized receipts provided is required in order to fulfill this obligation.

Chief Officer and Vice President

In accordance with the Travel and Expense Standard and Travel and Expense Policy, the Chief Officer and Vice President of each division is ultimately responsible to ensure compliance with such policies within his or her division. The Chief Officer and VP act as the Expense Approver for all reports meeting conditions that require Chief Officer or VP approval (missing receipts / over threshold) and as such assumes all responsibilities outlined under the Expense Approver role outlined above.

Accounts Payable

Accounts Payable processes payment for out-of-pocket expenses and acts as custodian for all expense report records. Accounts Payable does NOT validate compliance for expenses paid as this is the sole responsibility of the Expense Approver. Internal Audit conducts monthly audits and the results of these audits are reported to the appropriate Expense Approvers as well as the Executive Team.

REVISION HISTORY

Version	Description	Date	Author
Original	Original Document	January 1978	Board of Directors
	Appendix 5 updated	January 23, 2003	Annette Carreau
2.0	Brought into new format	2004	Annette Carreau
2.1	Updated Document	January 24, 2007	Scott Armstrong
2.2	Updated Appendix A to reflect fuel cost change	April 23, 2008	Annette Carreau
2.3	Complete review and update	October 29, 2008	Patrick Daigle
2.4	Review for travel advances	November 1, 2010	Jillian Porter
2.5	Complete review and update	November 12, 2010	Jillian Porter
2.6	Updated hotel list with 2011 rates and added new AL logo	May 2, 2011	Fayaz Haq
2.7	Eliminated section 3- Pre-Authorization for Travel.	December 12, 2011	Jillian Porter
2.8	Review and update for per diem rates, mileage rate, and Visa guidance.	May 1, 2012	Jennifer Mulherin
2.9	Update wording of Section 9 re: trip accompaniment	June 12, 2012	Jennifer Mulherin
2.10	Update Appendix C (Preferred Hotel Program) with 2013 rates	March 18, 2013	Jennifer Mulherin
2.11	Update Appendix C (Preferred Hotel Program) with 2014 rates	January 24, 2014	Maureen Anderson
3.0	Review changes required for implementation of Oracle iExpense	March 29, 2015	Jennifer Mulherin
3.1	Update standards re per diems, internal meetings and Hospitality	April 15, 2016	Patrick Daigle
3.2	General formatting edits and clarifications (gift card quantities, capital purchases on Corporate cards, and meal receipts under allowance amounts)	August 5, 2016	Jennifer Mulherin
3.3	Removal of Preferred Hotel Program references;	January 27 th , 2017	Jennifer Mulherin

	clarification on Vendor Hospitality; clarification on Hospitality alcohol; clarification on employee vs BoD member; incorporation of Hospitality policy, meal per diem changes		
3.4	Clarification on approval of internal meetings; correction to per diem effective date to April 1, 2017	May 24 th , 2017	Jennifer Mulherin
3.5	Change hospitality language from food to a meal.	September 14 th , 2017	Jennifer Mulherin
3.6	Increase breakfast and lunch per diems; remove hospitality language re: alcohol.	March 13 th , 2018	Jennifer Mulherin
3.7	Complete review and update	March 18, 2019	Stephanie Albert

DISTRIBUTION CONTROL

Version	Approved by	Date Approved	Date Standard in Effect
2.3	Enterprise Risk Committee	October 29, 2008	
2.3	Board of Directors	November 12, 2008 November 26, 2008	
2.4	VP, Finance and Risk Management	November 1, 2010	November 1, 2010
2.5	VP, Finance and Risk Management	November 12, 2010	November 1, 2010
2.6	Manager, Accounting	May 2, 2011	November 1, 2010
2.7	VP, Finance and Risk Management	December 12, 2011	December 12, 2011
2.8	Chief Financial Officer	April 30, 2012	May 1, 2012
2.9	Chief Financial Officer	June 12, 2012	June 12, 2012

2.10	Chief Financial Officer	March 15, 2013	March 18, 2013
3.0	Chief Financial Officer	April 24, 2015	April 24, 2015
3.1	President & CEO	April 18, 2016	June 1, 2016
3.2	Chief Financial Officer	August 8, 2016	September 1, 2016
3.3	Chief Financial Officer	March 8, 2017	April 1, 2017
3.4	Chief Financial Officer	May 1, 2017	June 1, 2017
3.5	Chief Financial Officer	September 28, 2017	October 1, 2017
3.6	Chief Financial Officer	March 13, 2018	April 1, 2018
3.7	Chief Financial Officer	March 18, 2019	April 1, 2019