

## **Business Expense Reimbursement**

### **1. Purpose:**

This document provides the requirements for reimbursable business expenses (“**Guidelines**”). These Guidelines will apply to all Information Services (“**IS**”) Suppliers & Hired Personnel (and those working through them) [collectively referred to as “**Contractor**”, when contracted by CP except where otherwise agreed to in writing by a CP representative holding Director title or higher].

### **2. Overview:**

Travel should be booked at the lowest *reasonable* cost. Reasonable in this policy means that the lowest cost is not the only criteria: e.g. layovers, indirect routes, etc., may be taken into consideration subject to the requirements below.

Travel and associated travel expenses must be authorized by an executed contract or the CP IS employee managing the Contractor [“**Contractor’s Manager**”] and will be reimbursed only when in compliance with these Guidelines.

It is the responsibility of the Contractor’s Manager to confirm that expense claims are:

- i. reasonable,
- ii. connected with work performed for CP, and
- iii. are *bona fide* (i.e. legitimate and supported by appropriate receipts)

Any expense not in compliance with this Guideline will not be reimbursed by CP.

CP does not reimburse Contractors for travel time.

### **Implementation & Responsibility:**

#### a. CP Contractor’s Manager Responsibility:

- Be familiar with CP IS’ travel and reimbursement guidelines (in the latest version)
- Determine if travel or the related expenses is necessary
- Secure advance written approval for travel related expenses from the overseeing IS Managing Director
- Approve expenses in accordance with the Guidelines herein

#### b. Contractor’s Responsibility:

- Obtain lowest reasonable cost alternative (if the cost is not the lowest provide written explanation why the proposed option is reasonable)
- Submit expenses in accordance with these Guidelines
- Secure written approval from Contractor’s Manager for business and travel related expenses prior to the trip occurring
- Submit expense claims with original receipts on a timely basis (preferably within 30 days but never in excess of 60 days<sup>1</sup>) for all expenses over \$10, with corresponding details. Receipts are not required for meals covered on a per diem arrangement agreed to by CP.

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<sup>1</sup> Expenses submitted greater than 60 days from date of expense may not be reimbursed at the exclusive decision of CP.

- Contractor cannot approve expenses for other Contractors or CP employees whose work effort is directed by them

**3. Travel Authorization & Approval:**

**a. Air Travel:**

Air travel will be planned using the most direct and economical means. Deviations from the lowest fare must be pre-approved by a CP Managing Director or higher. Business class travel shall not be approved.

Travel plans should be made fourteen (14) days or more in advance. If travel is planned less than fourteen (14) days prior to departure, CP Managing Director approval is required.

Contractors that stay 1-5 days a week, for longer than one week; CP will reimburse Contractor reasonable Airline travel costs every second week when returning to their home location, as well as the final airfare at the conclusion of the term of the engagement.

**b. Transportation/Vehicle Rentals/Parking:**

Taxi fares and/or Airport Transport shuttle costs will be reimbursed from home to airport, airport to CP work site and return from CP work site to airport and airport to home. CP will pay for parking if a Contractor opts to drive their personal vehicle to the airport, and then only at non-premium parking rates. CP will not pay mileage rates to and from the home location to the airport.

Taxi fares shall not be reimbursed if the Contractor has a rental vehicle.

Vehicle Rentals must be approved in advance and at the lowest reasonable cost. The use of rental vehicles is acceptable for travel to/from CP work sites if the situation reasonably requires; CP will reimburse at CP Corporate rental rates for standard model vehicles; exceptions require CP Managing Director advance written approval.

**THE CONTRACTOR IS FULLY RESPONSIBLE FOR ANY DAMAGE CAUSED TO, OR BY, THE RENTAL VEHICLE. CP WILL NOT BE HELD RESPONSIBLE FOR ANY DAMAGES CAUSED TO, OR BY, A RENTAL VEHICLE RENTED BY A CONTRACTOR.**

Parking fees will be reimbursed, with accompanying receipts, only when a rental vehicle or the Contractor’s use of their own car is approved.

Vehicle rentals must be obtained through CP’s Preferred Partners which are: Enterprise or National Rental Car in Canada and Avis or Budget in the United States.

The Vehicle Rental Contract ID number, reflected below, must be provided at the time of the booking to secure the CP rate:

<b>Canada:</b>	<b>National Rental Car: Contract ID:</b>	<b>XVC5381</b>
	<b>Enterprise Rental Car: Contract ID:</b>	<b>XVC5381</b>
<b>US:</b>	<b>Avis Rental Car: Contract ID:</b>	<b>C165890</b>
	<b>Budget Rental Car: Contract ID:</b>	<b>A038590</b>

Preferred Partners may be subject to change without notice, please check RailCity for the most current information in respect of CP’s preferred car rental vendors.

Link to RailCity Vehicle Rental site:  
<http://railcity.cpr.ca/en-ca/HowDol/Travel/Cars/Pages/CarRentals.aspx>

**4. Lodging:**

At the Contractor’s option, Contractors can claim either (i) a per diem amount based on the city they are staying in, or (ii) book their own accommodations according to the CP Approved Hotel List.

Follow this link to the CP Approved Hotel List (if this link does not work, see Contractor's Manager):  
[http://railcity.cpr.ca/en-ca/HowDol/Travel/Hotels/Documents/Corporate\\_Hotel\\_Program\\_2014.xls](http://railcity.cpr.ca/en-ca/HowDol/Travel/Hotels/Documents/Corporate_Hotel_Program_2014.xls)

Contractor is to book accommodations in order of the CP Approved Hotel List. If a hotel is booked that is not on the approved hotel list, CP is not obligated to pay the bill beyond the per diem rate for that city. Contractor can only receive the per diem amount upon presentation of the hotel invoice.

Hotel Per Diem Rates per City per night:

Calgary	\$125
Minneapolis	\$ 97

For extended periods, where accommodation is required greater than 4 days a week for more than 3 consecutive weeks, the Contractor should contact CP Facilities (at 1-877-805-8588 or by e-mail at [FA00590@cpr.ca](mailto:FA00590@cpr.ca)) to arrange Condo type accommodations. The Contractor will need to sign the lease for the facility including accepting responsibility for all lease terms and conditions. If requested by Contractor, CP can arrange payment directly with the Condo owners.

During Stampede and the Oil Show in Calgary – If CP has requested the Contractor to be at the CP office during this time, CP will only reimburse accommodations booked at a CP Approved Hotel at the above rates. If the hotel is requesting a surcharge, the Contractor must advise CP Facilities during regular business hours at 1-877-805-8588 (Press 1 for hotel accommodations and press 1 to speak to an agent) prior to booking their room.

**5. Meals and Sundry**

Contractor will be given a per diem of \$60 Cdn per full day when travelling out of their home market exclusively for CP business.

All expenses not identified as payable in these Guidelines will not be reimbursed by CP unless advance written approval is received from a CP Director-level or above. The following shall not be reimbursed: entertainment expenses, alcoholic beverages, airline club dues, rental car club membership fees, airline head set rental, in-room movies, fines for traffic violations, insurance on life, or personal property while traveling, purchase of clothing and/or other personal items, expenses for family, child, pet, home and property care while on business travel.

**6. Laundry Service:**

Actual and reasonable laundry expenses will be reimbursed. This applies only after the Contractor has been away from home greater than five (5) consecutive business days, or if the trip has been unexpectedly extended. Receipts must be provided.